

CAG Assistant Director

The Contemporary Art Gallery (CAG) is searching for a full-time Assistant Director

Terms:	Full-time, permanent
Hours of work:	Weekdays, 10 am-6 pm; occasional evenings and weekends required
Location of work:	Primarily on-site
Minimum wage:	\$35.95/hour
Start date:	Spring 2024

The Contemporary Art Gallery is one of Canada's leading contemporary art spaces, driven by the vital work of art and artists in moving us toward a freer, more engaged world. We are currently inviting applications for the position of Assistant Director, a new leadership role focused on stewardship of the institution's key strategic and business objectives.

THE ROLE

Working closely with CAG's Executive Director and Board, the Assistant Director will be responsible for managing the gallery's strategic planning and business development processes, aligning the institution's day-to-day operations with its mission, values, and annual plan. As head of the gallery's administrative team, the Assistant Director will lead operational, advancement and evaluation strategies to support the organization's continued growth and success.

The ideal candidate for this position will bring a spirit of collaboration, innovation and responsiveness to their work; be excited about working with a small, mission-driven team; and value aligning the gallery's strategic and philanthropic objectives with a commitment to equity and ethics.

Key responsibilities include:

- Leadership
 - Providing effective, engaged leadership on the organization's key administrative, operational and advancement objectives
 - Hiring, leading, and coaching the gallery's administrative staff, developing work plans, offering mentorship and guidance, and planning meaningful professional development in collaboration with all direct reports

- Serving as advisor, collaborator and co-strategist to the Executive Director, offering counsel and confidentiality in areas of policy, planning and problem-solving
- Playing a leadership role in the gallery's equity, access and decolonization work, ensuring the organization's culture, policies and practices meaningfully align with the organization's commitments to anti-racism, reconciliation and accessibility
- Operating as a member of the gallery's senior management team, assuming organizational leadership in the absence of the Executive Director
- Planning
 - Providing 360-degree oversight of the gallery's strategic and business development planning processes, working with the gallery's staff, Board and stakeholders to manage the plans' effective development and implementation
 - Leading the development of key strategic initiatives in alignment with the gallery's mission, values, and strategic plan, setting and tracking annual targets across the organization's operations
 - Overseeing the gallery's evaluation processes, working with staff and stakeholders to track, measure and analyze key successes and challenges in programs and services to inform future planning
- Advancement
 - Managing the overall development of public and private sector income streams in alignment with the business plan
 - Leading the development and execution of key fundraising initiatives in partnership with the Executive Director, Board and Fundraising Committee
 - Leading and/or contributing to the development of grant applications, funding proposals and other requests for support
 - Developing sustained relationships with key stakeholders – including funders, donors, colleagues, and community partners – to strengthen support for the gallery and enhance its profile and network
- Operations & Administration
 - Overseeing day-to-day management of the gallery's office, front of house, facility and communications operations, with support from the Operations Administrator, Visitor Services Coordinator and Marketing & Communications Associate
 - Planning and implementing administrative policies, procedures and systems to support the operational needs of the organization, including those related to facility management, visitor services, IT, and human resources

- Contributing to budgeting, financial management and financial reporting processes in collaboration with the Executive Director and Finance Officer
 - Managing the gallery's grants, funding agreements and gift reporting requirements, ensuring compliance across each
- Governance
 - Working closely with the Board of Directors, attending and participating in all Board meetings and select Board committees
 - Serving as Board secretary, planning and scheduling Board meetings, contributing to the preparation of Board documents and reports, and preparing meeting minutes

THE PERSON

The ideal candidate will possess:

- exceptional collaboration, relationship-building and communication skills, including the ability to work flexibly with a diverse range of partners and stakeholders;
- excellent interpersonal and analytical capacities, including the ability to conduct oneself confidently, diplomatically and adaptably;
- robust creative-thinking and problem-solving skills, a detail-oriented focus and the ability to manage multiple priorities;
- prior management experience, with an ability to lead, motivate and develop staff;
- knowledge of business planning and/or key fundraising principles and practices;
- a demonstrated commitment to contributing to an inclusive, anti-oppressive work environment;
- a strong interest in the cultural sector and/or contemporary art;
- five+ years of relevant experience in a contemporary art, non-profit or philanthropic environment, or one where similar skills were honed.

BENEFITS

The compensation package for this position includes extended health, dental and vision benefits (after three months); an annual professional development stipend; and paid professional development flex time.

HOW TO APPLY

Please submit a CV and statement of intent that summarizes your interest in this position to employment@cagvancouver.org with the subject line "Assistant Director application." Statements of intent may be submitted in the form of a cover letter, a video, an audio recording, or a slideshow/presentation. We would prefer to receive applications electronically.

CAG is committed to fostering an inclusive, anti-oppressive and accessible work environment that reflects the communities we operate in. We invite applications from

members of groups that have been historically marginalized, including those who identify as Black, Indigenous, racialized, LGBTQ2SI+, non-binary, gender diverse, Deaf, disabled and/or neurodivergent. Applicants are welcome to self-identify in their application materials.

Please be in touch with us at contact@cagvancouver.org should you require accommodation at any point during the application or hiring process.

This position will be posted until filled. Application review will commence on February 25, 2024 at 5:00 pm PST.

This is a management position.

THE HIRING PROCESS

1. Your application will be reviewed upon submission.
2. We will begin contacting shortlisted candidates the week of March 4th to schedule an interview.
3. Shortlisted candidates will participate in a 60-minute interview with the Executive Director and a member of the CAG Board.
4. We will request and check references.
5. We will make a final decision and notify all candidates within 15 days of their interview.

ABOUT CAG

For fifty years, the Contemporary Art Gallery has played a key role in the cultural ecologies of Vancouver, operating as a threshold between the Lower Mainland and broader contexts for contemporary art nationally and internationally. With a primary commitment to presenting the work of early and mid-career artists from across Canada and around the globe, CAG champions art, artists and ideas that challenge us to transcend the familiar, reimagine the possible, and deepen our understanding of ourselves, one another and the worlds around us.

Building on its previous histories as an artists' service organization and an artist-run centre, CAG has operated as a non-collecting public gallery since 1996. Currently housed in a 6,000-square-foot facility in downtown Vancouver, CAG is within close proximity of 2.5 million people in the Greater Vancouver Area.

CAG carries out its work on the unceded and ancestral territories of the x^wmə θ k^wəy̓əm (Musqueam), Sḵwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations. As a predominantly settler-led organization, we acknowledge our responsibility to each of these nations, who have stewarded this land, water and air for thousands of years. We are committed to building sustained, reciprocal relationships with Indigenous communities and supporting the work of reconciliation and Indigenous sovereignty.

To learn more about CAG, please visit us at cagvancouver.org.