



**Job Title:** Operations Manager

**Location:** Nina Haggerty Centre for the Arts, Edmonton

**Status:** 25-35 hours per week. Occasional evening and weekend work may be required for events. This is a contract position with the opportunity for permanent employment

**Reports to:** Chief Executive Officer (CEO)

**Travel:** Minimal – travel within Edmonton to client offices and events

**Physical Requirements:** Some lifting and moving of gallery and event materials may be required

### **Position Overview:**

Reporting to the CEO, the Operations Manager will provide leadership, direction, and vision while managing the organization's contractual obligations, administration, and finances. This position will work closely with the CEO to uphold and expand the organization's commitment to supporting artists with developmental disabilities and fostering a more accessible and inclusive arts landscape, while independently managing organizational operations as the CEO focuses on fund development.

### **Responsibilities:**

#### **Leadership**

- Ensure the organization's activities align with its vision, mission, and mandate
- Work with the CEO to manage contracts and meet funding body requirements, including accreditation
- Develop and execute short- and long-term strategies alongside the CEO
- Work alongside the studio manager to oversee program management, including staff relationships, hiring, and reporting requirements
- Lead Board of Directors' engagement, preparing reports and supporting governance
- Attend and support special events
- Manage facility operations, including serving on the Condo Corporation Board

#### **Financial Management**

- Ensure adequate resources for operations and activities
- Work alongside the CEO to prepare the annual budget for Board approval

- Oversight of financial audits and compliance
- Monitor revenue and expenses with the CEO, reporting significant variances to the Board
- Review monthly financial statements provided by bookkeeper
- Manage signing authority as per policy.

### **Communication**

- Ensure transparent, two-way communication across the organization
- Keep the Board informed of significant activities, issues, and trends that may impact operations

### **Administration & Policy**

- Ensure facility maintenance and safety standards
- Ensure all government/legislated requirements are met, e.g. employment standards, OH&S, Protection of Persons in Care Act, etc.
- Ensure policies and procedures are reviewed every three years, recommending changes to the Board as necessary
- Ensure staff awareness and adherence to policies and procedures, including changes
- Maintain up-to-date and secure personnel files

### **Staff Supervision & Contractor Management**

- Supervise non-artistic staff, including the Director of Communication and Artistic Outreach, Volunteer Manager, and Studio Manager
- Conduct performance reviews for direct-reporting staff annually
- Support the Studio Manager in supervising artistic staff and managing artist/guardian relations when necessary
- Assist with staff hiring and training
- Plan and lead staff meetings in collaboration with the Leadership Team
- Oversee and manage contractors

## **Qualifications:**

### **Education:**

- Post-secondary education, with preference for business, communication, arts management or human services,
- Equivalent combination of education and experience may be considered
- Willingness to upgrade skills as needed

### **Experience:**

- 3-5 years in a senior leadership role, with required supervisory experience
- Leadership experience in a not-for-profit environment strongly preferred; Board experience an asset
- Background in the disability services and/or arts and cultural sector is an asset
- Experience in strategic planning and policy development is an asset

### **Skills and Abilities:**

- Exceptional written and verbal communication skills, with the ability to engage respectfully and clearly
- Excellent organizational, critical thinking, planning, and problem-solving skills
- Proven networking and relationship-building skills at a senior level
- Ability to relate to and engage diverse individuals and organizations
- Knowledge of critical business principles and practices
- Strong organizational/administrative and budgeting skills that align with time management skills and the ability to efficiently set and meet priorities
- Strong leadership, people management, and conflict resolution skills with the ability to work both independently and as part of a team
- Demonstrated ability to achieve results in the context of a respectful, inclusive, and service-minded style
- Computer skills and proficiency in MS Word, Excel, Outlook, etc.



#### **Additional Assets:**

- Familiarity with the arts and cultural sector
- Understanding of disability culture, advocacy, policy, and legislation
- Experience working with persons with physical and/or developmental disabilities
- Knowledge of various artistic mediums and processes
- Comfortable with public speaking and presentation
- Membership in a CEO/Executive or networking association

#### **Personal Characteristics:**

- Approachable, helpful, team-oriented, and respectful. Fostering strong working relationships and a positive work environment is a priority.
- Dedicated to continuous learning and personal growth; eager to listen to others and exchange ideas

#### **Other:**

- Enhanced criminal record check for the vulnerable sector (current and clear, completed within 90 days of hire)

**Compensation:** \$70k-\$80k annually (*commensurate with experience*). Includes a wellness account.



## How to Apply

Please submit cover letter and resume to Janice Easton at [janice@thenina.ca](mailto:janice@thenina.ca)

**Deadline:** March 17, 2025

We appreciate all applications; however, only short-listed candidates will be contacted.

The Nina Haggerty Centre for the Arts is committed to fair hiring practices that support equal opportunity. We celebrate workplace diversity and believe there is much to be gained when a qualified workforce reflects the diverse population it serves. The Nina Haggerty Centre for the Arts welcomes applications from persons with disabilities, as well as other individuals or groups who have been traditionally marginalized. We further aim to eliminate barriers which prevent equality and diversity within our selection and hiring process. The Nina Haggerty Centre for the Arts is on a mission to be an inclusive organization and is pleased to provide accommodation during all stages of the hiring process. Upon request, internal and external applicants requiring accommodation are encouraged to contact [janice@thenina.ca](mailto:janice@thenina.ca).