

## JOB POSTING

### GENERAL MANAGER – PRIDE IN ART SOCIETY

The Pride in Art Society (PiA) produces, presents and exhibits with a curatorial vision favouring challenging, thought-provoking multidisciplinary work that pushes boundaries and initiates dialogue, through the Queer Arts Festival and SUM Gallery, one of the only permanent spaces dedicated to the presentation of queer art worldwide. PiA brings diverse communities together to support artistic risk-taking, incite creative collaboration and experimentation, and celebrate the rich heritage of queer artists and art.

We are currently searching for a General Manager with strong operations skills to join our team. The General Manager reports to the Artistic Director and is responsible for the day-to-day operations of the Pride in Art Society. In particular, the General Manager works cooperatively with the Artistic Director to implement the artistic vision of the Society, as conceived by the Artistic Director. The General Manager is an experienced administrator who is responsible for the day-to-day operations, administration and financial management, including directly managing administrative and seasonal/festival staff.

The General Manager should also bring creativity, a sense of daring and passion to their work, as well as vision and commitment to the future of art in Canada. This is an opportunity to join a vital, growing, and financially healthy organization that offers the right candidate the possibility to truly make a difference in one of the fastest growing arts organizations in the country

#### **Job Responsibilities:**

1. Day to Day Administration:
  - Managing office staff, contractors, vendors and volunteers;
  - Developing and negotiating contracts;
  - In collaboration with the Artistic Director, developing, implementing, modifying and executing the strategic plan;
  - Hiring and supervising full-time, part-time and seasonal employees in consultation and collaboration with the Artistic Director;
  - Maintaining files and records of all Society activities; and
  - Overseeing the maintenance, implementation of all Society equipment and facilities.
2. Financial Management:
  - In collaboration with the Artistic Director, creating and directing the annual operating budget, project budgets, and forecasting and tracking of expenses;
  - Administering banking transactions, payroll, accounts payables/receivables, invoices and receipts;
  - Negotiating vendor and consultant fees, salaries and travel expenses;

- Maintaining financial management systems and information;
  - Analyzing and preparing financial data and reports; and,
  - Ensuring compliance with appropriate government charity regulations, taxation, and licensing.
3. Facilities and Event Management:
- In collaboration with the Artistic Director, overseeing the planning, logistics, implementation, and evaluation of the Queer Arts Festival and its programming, including presentations and communications.
  - In collaboration with the Artistic Director, overseeing the planning and logistics of the SUM Gallery and shared/leased office space.
  - In collaboration with the Director of Development, overseeing the planning, logistics, implementation, and evaluation of all fundraising activities.

**Qualifications and Experience:**

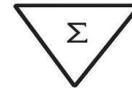
1. University degree in Arts Administration, Business Administration, Accounting or similar fields, or commensurate experience;
2. Leadership experience planning, coordinating, and implementing large special events or festivals;
3. At least three (3) years' experience in a leadership or supervisory role;
4. Experience working with Boards or in a non-profit organization; and
5. Strong connection to and awareness of the arts and queer communities.

**Competencies (demonstrated experience with):**

1. Respects diversity and promotes inclusion in the workplace.
2. Budget development and financial management;
3. Business administration;
4. Project management;
5. Special event or program management;
6. Strong leadership, communication, decision making, negotiation, collaboration and networking skills;
7. Commitment, independence, initiative, and assertiveness skills; and
8. Strong people and HR management skills.

The Pride in Art Society offers competitive compensation and a creative working environment of diverse staff and artists.

Salary range is \$51,000-\$57,000, commensurate with experience, 0.8 FTE, plus a comprehensive health and dental plan. This is a one-year appointment, however the term may be extended upon the written agreement of both parties. Additionally, PiA is open to the possibility of re-envisioning this position as part-time or with flexible hours, in order to attract and accommodate the most qualified candidates.



SUM GALLERY

#425 - 268 Keefer St.  
Vancouver, BC V6A 1X5  
CANADA

[info@queerartsfestival.com](mailto:info@queerartsfestival.com)

The Pride in Art Society is an equity-seeking, equal opportunity employer. We invite all qualified applicants to apply, and encourage applications by QTPOC candidates, women, Two-Spirit and gender diverse individuals.

While we thank all applicants for their interest, we apologize that we may be unable to respond to inquiries and will only be able to respond to those applicants who are selected for an interview.

Please apply by sending your cover letter and resume/CV to Artistic Director Mark Takeshi McGregor: [jobs@queerartsfestival.com](mailto:jobs@queerartsfestival.com)

Deadline for Application: Until filled.