

# Executive Director

## POSITION SUMMARY

The Executive Director is responsible for the provision of overall management and leadership of the Nuit Blanche Society in a manner that is consistent with the mission and goals of the organization, and the direction of the Board of Directors. Reporting directly to the Board of Directors via the President/Chair or HR Chair, the Executive Director's responsibilities are to:

1. manage and oversee the operations, general management, and financial administration of the organization;
2. manage and cultivate the healthy financial growth of the Society through sponsorship, grants, corporate and individual philanthropic activities and relationships;
3. manage and execution of the company's artistic vision and mandate;
4. oversee and coordinate the delivery of all Nuit Blanche Edmonton Society programs and activities; and
5. growth strategic and meaningful relationships of the Society in the Edmonton Region and beyond.

The Executive Director will hire, direct and manage the activities of all employees employed by Nuit Blanche and all contractors, artists and curators hired by Nuit Blanche Edmonton Society.

The Executive Director will have previous experience working on Medium or Large scale events and possess a high level of expertise and experience in the area of multi-disciplinary arts, performing arts, visual arts and the management of Mid-sized to large Arts organizations or festivals/special events.

The Executive Director will act as prime liaison, with delegation capabilities between Nuit Blanche Edmonton Society and any partner organizations or contract service providers engaged by the society.

The Executive Director will maintain accurate and current financial records for all programs and submit budgetary and descriptive reports to funding agencies and the Nuit Blanche Edmonton Society Board as required.

The Executive Director will assume responsibility for maintaining expenditures within the overall budget of Nuit Blanche Edmonton Society.

The Executive Director is expected to play a leadership role in the organization providing mentorship and coaching to other employees and volunteers within the organization.

## DETAILED JOB RESPONSIBILITIES

### General Management, Financial Administration and Operations 50%

- Oversee the management of all Nuit Blanche productions and activities.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Ensure the artistic integrity of the Nuit Blanche event, working with staff, curators, artists, contractors and stakeholders to ensure the highest level of artistic excellence.
- Oversee the efficient and effective day-to-day operation of the organization
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Work with the Board to develop the overall operating and capital budget
- Ensure that sound bookkeeping and accounting procedures are followed
- Follow accepted accounting and purchasing policies and procedures
- Ensure that the organization complies with all legislation covering taxation and withholding payments
- Coordinate annual audit, in conjunction with the Board of Director's Treasurer
- Make decisions regarding the allocation of budget funds ensuring appropriate policies and procedures are in place, and that all contract terms are adhered to, within the authority delegated by the Board
- Monitor status of cash flow
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Oversee the planning, implementation, execution and evaluation of special projects.
- Oversee the coordination of contract staff (artistic, technical, financial, office, etc.) and all service contracts relevant to production activities.
- Develop and implement policies and procedures.
- Negotiate contracts and agreements as required.
- Support existing partnerships, develop new opportunities

- Serve as the primary media spokesperson for the organization
- Maintain files and related operational systems
- Attend all Board meetings and present monthly report
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Other general administration as required

### **Fundraising, Development, and Relationships**

**30%**

- Work with the Board to secure adequate funding for the operation of the organization
- Work with committee to develop and successfully implement sponsorship campaigns for annual and bi-annual events and programming
- Identify and raise additional dollars to assure the successful implementation of Nuit Blanche programming and services
- Assist in the coordination , communications, and execution of fundraising activities as appropriate
- Coordinate and execute development campaigns for festival and special projects.
- Manage key relationships with funders, sponsors and donors with medium term goals of growth in all of these areas

### **Human Resources**

**10%**

- Determine staffing requirements for organizational management and program delivery
- Direct oversight and management of contracts and contractors.
- Stewardship of partner and contract relationships as they pertain to Nuit Blanche activities
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Provide leadership and mentorship, and direct supervision for permanent and casual staff.
- Administer performance appraisals; develop work plans for staff and volunteers; develop, balance and supervise complex time management & work schedules for successful operation of Nuit Blanche, its programs and events

- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
- Assist in the development of policies and procedures for volunteers, including regular review of the Volunteer Orientation Manual
- Assist in the ongoing development and implementation of volunteer orientation, training and recognition programs and events

#### **Equipment Control and Management**

**5%**

- Responsible for inventory (including maintenance and inspections) of any equipment and assets specific to the Nuit Blanche Edmonton Society.

#### **Health and Safety**

**5%**

- Protect the safety of themselves, their co-workers and the public through identification and reporting of hazardous situations.
- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

### **FACTOR SPECIFICATIONS**

#### **Decision Making**

Through consultation with the team and the Board of Directors, the Executive Director's focus is to ensure successful outcomes. This includes:

- ensuring that targets are met with respect to general management and operations
- ensuring the success of the event
- meeting budget targets,
- ensuring the development and implementation of safety policies and procedures

The Executive director will make decisions related to budget expenditures and revenues. Decisions impacting event activities, contracted services, staff, purchasing, and budgeting will fall within the scope of responsibility of the Executive Director. The scope of decision making required is equivalent to the responsibilities associated with

managing a not-for-profit organization (i.e. work allocation, prioritization, mentoring, training, budgeting, safety, resource allocation, etc.).

### **Results and Impacts**

The work affects the overall operations of Nuit Blanche and its activities, as well as the thousands of visitors to our community who will enjoy the event. If deadlines are not met it may impact projects significantly, thus affecting the organization, the event, as well as the patrons and customers. Decisions can have serious impacts upon operations and consequently finances if not made appropriately.

### **Leadership**

The position is the manager of subordinate staff. The incumbent is responsible for taking a lead role related to a wide variety of projects, many under extremely demanding conditions. This position is required to work independently and with minimum direct supervision.

### **Knowledge & Skills**

The position requires a comprehensive knowledge of and experience with organization and event management/production, visual arts, multidisciplinary performance and installations. The incumbent must have demonstrated knowledge of budgeting and revenue and expenditure management. The position also requires an excellent understanding of Occupational Health and Safety, leadership, management techniques, and experience in supervising and motivating staff and volunteers. Problem-solving skills and the ability to multi-task in high-pressure situations are mandatory. This position requires familiarity and proficiency with the Microsoft Office Suite, E-mail, Internet and PC operation.

### **Interpersonal Skills**

This position requires a high level of emotional intelligence, communication skills and diplomacy skills to: manage staff and volunteers, resolve conflict and customer concerns, deal with sensitive or tenuous issues with staff, volunteers and public and interact with various people, including artists, promoters, media and high profile guests. Negotiation/mediation/conflict resolution (internally and externally) is required on a daily basis. The incumbent must be technically inclined, possess analytical problem solving skills, and be organized enough to handle multiple projects simultaneously. The incumbent must balance staff/artist/curator/board requests with available resources.

### **WORKING CONDITIONS**

The Executive Director will be usually work in an office environment, but the mission of the organization will sometimes take them to non-standard workplaces.

Work will happen both in a temperature-regulated, clean office environment, as well as in outdoor environments, non-traditional venues, parking garages, plazas and other

locations. Some travel may be required. Work is often deadline-driven. It is expected that overtime be performed as meetings, deadlines and customer requirements dictate.