

Executive Director: Harcourt House Arts Centre

Harcourt House Arts Centre is looking for an exceptional individual to assume the position of Executive Director.

If you possess these skills please consider applying for the position.

- ongoing and unflagging initiative,
- excellent planning & organizing skills,
- financial management abilities,
- administrative vision,
- proven grant writing experience,
- good computer skills,
- fundraising skills,
- diplomatic skills and ability to work with a wide diversity of people,

Harcourt House Arts Centre is a destination in Edmonton for Contemporary Visual Art Exhibition, Education and Production. The Executive Director reports to the Board of Directors and works collaboratively with the Board of Directors on project, annual and long term planning. The Executive Director is responsible for overall management and day to day operation of Harcourt House Arts Centre including:

- administration, financial management, budgeting, development of exhibition and education programs.
- fund development, grant writing, liaison with funding agencies and development and production of fund raising events.
- overseeing marketing and promotion of Harcourt House, exhibitions, programs and events
- human resources: managing a small staff as well as volunteer workers on an ongoing basis. board and community liaison

A background in arts administration and management (minimum five years experience in a similar position) is required. The position also requires excellent written and oral communication skills, a passion for the Visual Arts, and the ability to work both independently and in a team situation.

The position is full time. Salary is negotiable, ranging from \$34,000 - \$39,000, with strong support for professional development.

Please send your resume, contact information for three references, and a letter outlining your qualifications and your interest in a leadership position in a Visual Arts organization by 5:00p.m. February 13, 2009 to:

Executive Director Submission
C/O Harcourt House Arts Centre
10215 – 112 Street
Edmonton, Alberta, Canada
T5K 1M7

Please be advised that only candidates selected for an interview will be contacted.

For more information on Harcourt House Arts Centre, go to our website at www.harcourthouse.ab.ca

