

## Resiliency Project Manager – Latcham Art Centre (Job # WSPL-2021-004)

Status:	Full Time, Temporary (8-month Contract)
Date Open:	July 15, 2021
Date Closing:	July 29, 2021
Scheduled hours/shifts:	30 hours per week
Salary:	\$25.65 per hour

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### Position Purpose

Latcham Art Centre is seeking a positive, motivated and flexible team member to bring their experience and enthusiasm to the position of Resiliency Project Manager. This position will manage initiatives to build and strengthen the infrastructure, community engagement and future success of Latcham Art Centre.

### Duties & Responsibilities

- Reviewing Art Centre functions, facility, staffing structure, board structure, policies and procedures etc., identifying areas for improvement and offering recommendations
- Facilitating a strategic planning process to create a new 5-year strategic plan
- Researching and implementing necessary systems to improve and increase the Art Centre's ability to function digitally
- Reviewing, researching and implementing a revised fund development plan including the necessary training and relationship-building from proposal through to stewardship stages
- Researching and Implementing a new database to complement the Centre's new website
- Increasing communication with other gallery, municipal and non-profit professionals
- Assisting in all aspects of Art Centre functions to understand and contribute to overall success
- Providing communication and marketing related to areas of responsibility
- Acting as an ambassador for the art centre with artists, galleries, community, stakeholders, funders
- Other duties as determined by the Gallery Director

## Qualifications and Requirements

- Degree or equivalent experience in related field including but not limited to administration, arts administration, non-profit administration, human resources, communications, project management, etc.
- A minimum of five-years of experience in related work
- A diplomatic yet confident work style that will inspire positive change
- An analytical, problem solving style
- Interest and experience in visual art and/or non-profits
- Excellent interpersonal skills and ability to work within the team
- Exceptional organizational and time management skills
- Excellent oral and written communication skills
- Excellent computer skills with proficiency in Word, Excel and database knowledge.
- Experience working with volunteers
- A valid driver's license and access to a car are assets
- The ability to work flexible hours, including some Saturdays and evenings as part of the Art Centre team.

## How to apply

Please forward your resume in confidence by July 29, 2021 at 4:30 p.m. identifying **Job # WSPL-2021-004 Last Name, First Name** in the subject line to [anna.kroeplin@wsplibrary.ca](mailto:anna.kroeplin@wsplibrary.ca) . Please ensure your application is saved in one single document in PDF format.

The Whitchurch-Stouffville Public Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**