

# Business/Arts

artsvest National Program Director

## Organization

Business/Arts (B/A) is a national charitable organization that aims to strengthen arts and culture in Canada by getting more businesses involved as partners in art, not just today, but for generations to come. The organization's national flagship program, artsVest has generated an investment of \$23.4M into Canada's cultural sector, while the Canadian Arts Summit and Culture Track Canada provide arts and business leaders across the country access to professional development, and research to make strategic investments for the future health of the sector. The arts & business exchange, artsScene and boardLink cultivate the next generation of arts supporters in the business sector, while the annual awards gala celebrates leading figures in the business and arts communities across Canada. To learn more, please visit [www.businessandarts.org](http://www.businessandarts.org)

## Role Description

The artsvest National Program Director will work under the leadership of Business/Arts' Director of Development & Operations and will work closely with local Program Managers, Mentorship Program Manager, B/A staff and Business/Arts Sponsorship Coaches in delivering the artsvest National program.

The artsvest National Program Director will oversee a variety of duties including, but not limited to:

**National Program Management:** Develop and manage the implementation of arts within all assigned communities across Canada, including

- Wrap current artsvest Phase II including reporting, celebration events, etc.
- Launch and manage artsvest Phase IV
- Strategy, planning, implementation and continuous update of program content, and processes.
- Tracking timelines, schedules, performance measurements/deliverables for the artsVest program and supervising local Program Managers.
- Oversee future program planning, assist in drafting and implementation of the artsvest National Strategic Plan. Survey artsvest staff on program feedback to use in future program planning and development.
- Ensure program components are translated where appropriate

### Team Leadership:

- Assist the Director of Development & Operations to hire and train, oversee local program managers and create, monitor work plans for all artsvest National communities.
- Empower a highly skilled team of local program managers, mentors and sponsorship coaches across Canada to ensure the program runs smoothly.
- Conduct regular artsvest staff meetings, both group and individual as appropriate.
- Complete year-end evaluations of artsVest local program managers.

**Event Management:** Oversee the structure and coordination of the delivery of the artsvest launch, information session and wrap events. Deliver artsvest Info Sessions when appropriate.

**Workshop Management:** Oversee the marketing and recruitment of workshop participants. Oversee surveying workshop participants to measure progress and to evaluate effectiveness of training workshops and analyze needs to develop new training components.

**Application Process:** Oversee the application and granting processes, including vetting applications, coordinating the jury process and leading jury meetings where appropriate.

**Matching Fund Distribution:** Oversee the extensive process for distributing matching funds, including strict financial tracking, reviewing files from all regions, approving fund allocation and requesting cheques for participants. Work with the Director of Development and Operations to set and monitor artsvest program matching fund processes.

**Grant writing & reporting:** Assist the Director of Development and Operations with grant writing/reporting and proposals to provinces, municipalities and private sector.

- Maintain ongoing relationship with national and regional funders in collaboration with the Director of Development & Operations

**Communications:** In collaboration with the Director of Development and Operations, Communications Specialist and Communications Coordinator, promote awareness and impact of the program through all B/A channels. Including:

- Liaise with local community leaders to market the program in provinces, cities and local districts/municipalities
- If needed, make presentations to prospective funders of artsvest National
- Arrange and present artsvest information sessions to local Chambers of Commerce and private sector representatives when possible
- Be the spokesperson for artsvest national when speaking opportunities arise
- Oversee the creation of impact Stories as a marketing tool and program resource
- Oversee artsvest website content and maintenance
- Oversee the promotion of the results of each region's program
- In collaboration with local program managers, draft and distribute press releases for the media and field calls from local and national media
- In collaboration with the Graphic Designer and the artsvest team, manage the development of artsvest marketing materials, including, but not limited to online, print and videos, produced to highlight artsvest
- Oversee quarterly updates to artsvest participants via MailChimp on B/A happenings in order to engage them with the brand
- Oversee the promotion of all program activities on B/A social media.

**Mentorship Supervision:** Overall supervision of mentorship component in partnership with the Mentorship Program Manager.

- Delegate appropriate responsibilities to Mentoring Program Manager and other artsvest program staff involved with the mentorship
- Ensure program services and activities are carried out according to the program timeline
- Assist with screening and interviewing mentors
- Supervise execution of mentoring sessions
- Assist with evaluation data collection
- Assist the Mentorship Program Manager in developing relations with local media contacts to publicize the program and making presentations to community groups
- Provide program status update and data for reports as needed

**Contact Database Management:** Ensure contact database is up-to-date for all programs, working closely with program managers

**E-Learning, Marketing Tutorials & Resources:** Maintain relationship, contracts and agreements with National program resources and software in partnership with Director of Development & Operations.

**Stakeholder Relations:** Regular update to funding partners on program progress.

Qualifications:

- Bilingualism (French and English) is a strong asset
- Exceptional written and verbal communication skills
- Degree in arts management, business or equivalent
- 5+ years program management or arts management experience
- 2+ years leading a team
- Strong knowledge of Canada's not-for-profit arts and cultural communities, with an understanding of the opportunities and challenges facing the sector
- Organized, detail and multi-task oriented
- High energy, proactive, team-oriented and personable
- Valid driver's license and flexibility to travel across Canada
- Event coordination
- Computer literate with Google Apps, Excel, Word, PowerPoint, webinar platforms and web-based project management systems
- Demonstrated creativity, flexibility and comfort in working with diverse populations
- Must not have other major contracts in addition to this role
- Knowledge and experience in Sponsorship or Development in the arts is an asset

How to Apply: Please email cover letter and resume in both English (and French where possible) to Brittney Cathcart, Director of Development and Operations at [careers@businessforthearts.org](mailto:careers@businessforthearts.org).

Position Term: One-Year Employment Contract, with potential to renew

Location: Toronto

Application Deadline: Friday, August 3, 2018 at 5:00pm

Reporting to: Director of Development and Operations