

The Vernon and District Performing Arts Centre Society is seeking a qualified candidate for the position of Executive Director. Reporting to the Board of Directors, the successful candidate will be charged with the responsibility for ongoing management of the Performing Arts Centre in conjunction with the Artistic Director.

Qualified candidates will be those who can demonstrate knowledge and ability in the field of arts facility management. Strong leadership and interpersonal skills, along with successful experience working with boards or committees, funders, governmental agencies and community stakeholders, are qualities essential for this position.

Candidates must be able to demonstrate experience managing operating and capital budgets in excess of \$800,000 dollars per year; proven success with fund development, including grant writing and establishing and maintaining relationships with donors and sponsors. The candidate is expected to build and foster positive partnerships within the organization and with other cultural and community organizations.

Also required is experience in successfully negotiating and managing contracts; hiring, training and supervising facility staff; event and facility scheduling; advertising and marketing activities, metrics and systems. An understanding of event ticketing and associated software systems will be an asset.

This 30 hour per week position offers a competitive remuneration and benefits package.

[b]Please send a cover letter and resume to Sigrid-Ann Thors, President, care of pamela@ticketseller.ca quoting "VDPAC ED application" in the subject line.

We thank all applicants for their interest, however, only those advancing in the process will be contacted.