



# Town of Carberry & Municipality of North Cypress-Langford

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## **Employment Opportunity**

The Town of Carberry and Municipality of North Cypress-Langford (NCL) are progressive communities that are experiencing steady growth. In collaboration with the Carberry Plains Arts Council (CPAC), we are looking for a dynamic and visionary leader for the position of **Arts Council Director**.

The incumbent will advocate for the arts and cultural sector of our communities, advance the institution as a leading voice, and ensure the achievement of the CPAC's philosophy, mission, and core values. The individual will leverage organizational resources to sustain and expand partnerships and grow the vitality of Carberry and NCL's creative sector. They will provide the strategic and inspirational vision to strengthen the resiliency and sustainability of arts and cultural organizations and expand their capacity to serve diverse communities, embracing the principles of equity, inclusion, and access.

The Director will collaborate with the CPAC volunteer board, corporate partners, and civic partners in the active pursuit of financial resources to support the development of arts in our community. They will facilitate relationships with cultural partners, institutional funders, and individual donors, keenly aware of their motivations and interests for funding the arts. The Director will be responsible for overseeing the organization's finances, operations, fundraising, development, and programming strategies.

The Director will have the ability to work a flexible, part-time schedule. There will be some requirement for consistent office hours, with the ability to adjust hours for programming and events. Initially, this will be a 24-hour per week position, with the ability to expand those hours based on successful programming.

A brief description of the duties is provided below, and a detailed job description is available on request.

**Job Title:** Arts Council Director

**Location:** 122 Main Street, Carberry

**Department:** Arts

**Wage Range:** Based on qualifications and abilities

**Benefits:** Pension eligible in year 2 (approx. 20 months)

**Training:** Experience in a similar setting is an asset, but training will be provided to the right individual

**Working Conditions:** Standard Office Environment, setting up venues within Carberry/NCL for programming and events.

**Travel:** Minimal travel will be required for professional development

### **Mandatory Qualifications:**

- Minimum Grade 12 or equivalent education
- Knowledge of, and an interest in, the arts
- Outgoing personality and a self-starter, with the ability to collaborate with other organizations
- Demonstrated ability to develop and manage budgets
- Exceptional organizational skills, with a keen eye for detail



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- Ability to manage time effectively and efficiently
- Above average oral and written communications skills
- Computer skills, particularly in the Microsoft Office Suite
- Confidence in the use of social media
- Ability to take a leading role in building community engagement with the CPAC and its programming
- Ability to work with all age groups and demographics

## Desired Qualifications

- Experience in, or the ability to provide instruction in various art and cultural classes
- Experience in seeking out and applying for grant opportunities
- Previous education and experience in the arts sector
- Experience in promoting and publicizing events

## Overview of Duties:

- Work with the CPAC volunteer board in the development, promotion, and delivery of arts and cultural programming to the residents of the Town of Carberry and Municipality of North Cypress-Langford
- Develop and manage an annual budget, petty cash account, and class and event specific financials
- Provide clear records of each event or class to the board and the municipalities
- Work with other groups and entities to offer cross-generational programs
- Secure funding for programming to ensure the opportunity for all demographics to participate in CPAC programs and events
- Have flexibility in your work hours

*\*\* A detailed job description is available upon request. \*\**

To apply, or for questions, please contact:

Grady Stephenson, CAO, Town of Carberry

[cao@townofcarberry.ca](mailto:cao@townofcarberry.ca)

204-834-6628

**This posting will remain open until a suitable candidate is found, but the intent is to begin reviewing applications on March 26<sup>th</sup>, 2025**