



WHITE WATER GALLERY

February 9, 2022

Now Hiring!

Job Title: PROGRAMMING DIRECTOR

Ideal Start Date for the Programming Director position: May 1, 2022, or as soon as possible.

30-35 Hours per week

Some evenings and weekends (Sunday/Monday) are required for committee meetings and events.

Hours are flexible and negotiable; work by distance is also negotiable.

2-year renewable contract

Starting salary to be commensurate with experience

Benefits negotiable after first 6 months

2 weeks paid vacation per year

About the White Water Gallery:

Incorporated in 1977, White Water Gallery is a not-for-profit Artist-Run Centre on Nipissing territory that is committed to supporting artistic practices that are innovative and relevant. Understanding the need to advance the public's threshold for viewing contemporary art, the gallery encourages outreach programming that promotes accessibility and shared knowledge.

Job Description and Requirements:

As the Programming Director of the White Water Gallery, the successful candidate will report to, and work collaboratively with the Board of Directors, and Administration Director. The Programming Director will conduct the operational, developmental, and financial management of the Gallery's Artistic Programming, in accordance with its vision, mandate, and strategic operations. The ideal candidate will have a wide range of skills relating to artistic programming, financial planning, reporting, project implementation, and working as part of a diverse and inclusive team. They will also be highly organized, self-directed, and able to manage their energy efficiently, work under pressure, and meet deadline.

Reporting to WWG's Board of Directors, the Programming Director Will:

- Develop and implement the long-term artistic vision for White Water Gallery programming, including curating or overseeing the curation of gallery exhibits and inclusive educational and public programming, while adhering to the gallery's constitution, mandate and strategic plan;
- Provide mentorship and guidance to artists and curators;
- Research, develop and implement accessible curatorial practices;
- Oversee juries and selection committees related to calls for submissions and recommender grants;
- Community development through building and maintaining relationships with other arts organizations worldwide;
- Manage relationships, research and connect with diverse artists with a wide range of access needs and review submissions;
- Develop and maintain relationships with funders, sponsors and donors; liaising with arts councils and arts council officers, and report on WWG activities;

- With the Administrative Director, ensure long-term sustainability of the organization through fundraising (including grant writing), implementing a social enterprise strategy and developing and maintaining the annual budget;
- Attend monthly meetings of the Board of Directors, Chair the Programming Committee, and sit on the Executive Committee;
- Manage website; update, plan, create and share relevant social media content;
- Create and distribute press releases, respond to media requests; actively promote the gallery's activities and exhibitions on a regular basis, including publicly representing the White Water Gallery in professional speaking opportunities and panels;
- Coordinate the development, printing and distribution of online and print catalogs and publications;
- Be an advocate for contemporary art in North Bay, responding to the interests of the local and regional arts communities, including facilitating partnerships and engaging with other community-based activities.

The Ideal Candidate Should Possess:

- An advanced degree or equivalent experience in arts administration, fine arts, curatorial studies, art history, or related field;
- A minimum of two years' experience (or equivalent) in the leadership of an artist-run space, public art gallery, or cultural institution with a proven track record of successful management;
- A record of successful partnerships and partnership development;
- A record of successful fundraising, including grant writing for submission to Arts Councils;
- A record of successful budgetary and financial experience within a cultural institution in the non-profit sector;
- Demonstrated success in developing reciprocal and meaningful relationships in and with Indigenous communities;
- Experience managing staff, interns and volunteers, and working with a Board of Directors;
- Excellent self-management, organizational, leadership and interpersonal skills;
- Strong knowledge of contemporary art practices, CARFAC Canada & Ontario, and an understanding of artist-run culture;
- An exemplary commitment to community, inclusivity, equity and social justice in the arts;
- Excellent verbal and written communication skills in English, and a proven ability to communicate effectively within groups/committees;
- Ability to work flexible hours including weekends, evenings and holidays when necessary;
- Proficiency in a breadth of computer programs and applications for administration and communication (e.g. Microsoft Office, Adobe Creative Suite, WordPress); and
- Knowledge and understanding of the functional role of digital platforms, social media and web development for contemporary cultural institutions.

Application packages should include:

1. A cover letter (maximum 2 pages)
2. CV (maximum 2 pages)
3. Contact information for three professional references
4. One sample grant project statement or proposal (max 750 words) & sample project budget

HOW TO APPLY:

Qualified candidates are invited to submit by **email only** to hireing@whitewatergallery.com using the subject line: **"Programming Director APPLICATION" by April 15th at 5pm EST.**

Interviews will be held Via Zoom. We thank all applicants for their interest, but only those candidates selected for an interview will be contacted.

About North Bay:

The City of North Bay is a diverse community that is proud to offer a balance of opportunity and easy living. The City has a population of approximately 52,000 people and a regional trading area of 112,000 people. North Bay is located a three-hour drive north of Toronto and three-and-a-half hours west of Ottawa, according easy access to larger Canadian and United States markets.

A major transportation center for Northern Ontario, North Bay is located at the junction of Highway 11, Highway 17 and Highway 63, providing businesses with access to major markets in both Canada and the United States. Air services are available via the municipally owned airport, and freight services are accessible through national rail lines.

North Bay is a business-friendly community that offers a range of economic advantages while providing a high-quality living environment for its residents. It has a diverse local economy comprised of a balanced mix of industrial, commercial and institutional operations.

There are many year-round activities to enjoy in and around North Bay – from viewing the beautiful fall colours along Duchesney Falls in September to cross-country skiing and snowshoeing in winter, to enjoying the beautiful beaches, bike paths, fishing spots and boating options on Lake Nipissing and Trout Lake. Opportunities to experience the great outdoors abound without ever leaving city limits.

<https://www.northbay.ca/our-community/arts-heritage-culture/>