

General Manager Maternity Leave Job Description

JOB | Other Sights | General Manager | Contract Role Aug 1, 2024 to July 25, 2025

General Manager Position
Other Sights for Artists' Projects (Other Sights)
othersights.ca

Organization Description

For 19 years, Other Sights has created a presence for art in spaces and sites that are accessible to a broad public such as the built environment, communications technologies, the media and the street. We are dedicated to challenging perceptions, encouraging discourse and promoting innovative perspectives about shared social spaces. Founded in 2005 in relation to the growing field of art in public space, Other Sights focuses on temporary projects that participate in the newest developments of public art practice - whether large-scale works by local or international artists, or more modest, intimate initiatives.

Our team of Producers consists of a skilled artistic and curatorial collective who bring many years of experience in producing temporary projects in public space. The Producer team includes Lorna Brown, Barbara Cole, Colin Griffiths, Marko Simcic and Jay Pahre.

Our annual program presents artworks created by the collective and/or invited artists/curators, publications, events and activities that consider the aesthetic, economic and regulatory conditions of public places and public life. We work to develop unexpected exhibition platforms and provide support to artists, writers and curators to create temporary, critically rigorous work for highly visible public locations.

Job Description

Other Sights is recruiting for a contract position (24-28hrs/week). The contract would run from August 1, 2024 to July 25, 2025. Reporting to the Producer team, the General Manager (GM) contractor will oversee administration and day-to-day operations of the organization. They will maintain annual operating budgets and expenses, assess funding needs and write grants, and also assist with Other Sights' production and programming activities. The General Manager will liaise with consultant contractors, partner organizations, artists, curators, and funders. They will also manage student assistants and volunteers.

The GM contractor will also work closely the Blue Cabin Cooperative's Managing Director and Steering Committee. They will provide additional support and collaborate with this team on grant writing, fundraising initiatives, organizational programming and the long-term visioning of the cabin.

Other Sights looks forward to welcoming applications from candidates with exceptional capacities for administration, strategic planning, and enthusiasm for the work that our organization performs.

Responsibilities

- General administration
- Attend Producers' regular weekly meetings and other extraordinary meetings as needed
- Maintain administrative/project management systems for optimal operation
- Maintain and update annual operating budgets and manage project budgets
- Maintain project and documentation archives
- Grant writing and grant reporting
- Liaise with bookkeeper and accountant
- Prepare communications, announcements and social media/website content
- Develop and deliver marketing/project campaigns with partners as needed
- Maintain website, project websites and related software programs
- Respond to inquiries and requests
- Maintain membership database, process payments and proper acknowledgement
- Issue tax receipts and membership notifications
- Work with and support a student assistant and event volunteers
- Work with Producers on strategy and organizational priorities

- Evening and weekend work may be required occasionally
- Work with Blue Cabin Cooperative to develop the coop's programming vision and work collaboratively with the team to build out funding and donor infrastructure.

Qualifications

- Experience in organizational development and strategic planning would be an asset
- University degree with experience in non-profit arts organization administration
- Interest in and knowledge of the arts and culture community
- Interested in visual and media art and events in public spaces
- Excellent writing skills, especially for external and funding audiences
- Takes initiative, very self-motivated
- Enjoys a blend of working in teams and also independently
- Understands project management
- Communicates clearly in collaborative environments
- Excellent organizational skills, strong business sense
- Proficient with business software, basic graphic design software, social media, WordPress

Other Sights strives for inclusion for all communities and for our team to reflect the diversity of the communities we serve. Indigenous, people of colour, and people across the spectrums of gender, sexuality, age and abilities are encouraged to apply.

Remuneration

Salary \$29 - \$31/hr. 3-4 days per week (24-28 hrs weekly), flexible schedule, work from home.

How to Apply

Email CV and cover letter in one PDF outlining your qualifications and why you would like to work with Other Sights to jay@othersights.ca

Deadline for Submissions

Review of applications will begin on Monday July 29th at 5:00 PM, and will continue until the position is filled.

Other Sights gratefully acknowledges the Skwxwú7mesh (Squamish), xʷməθkʷəy̓əm (Musqueam), and səliłwətaʔl (Tsleil-Waututh) Nations on whose ancestral and unceded territories we live and work.