



"Southampton Arts supports and encourages cultural expression, education in the arts and an appreciation of the arts."

Executive Director, Southampton Arts

Position Summary

The Executive Director is responsible for overseeing all aspects of general operations, including staffing, programming, administration, revenue generation, and finance. Programming includes the oversight and development of all programs as they pertain to the Art School, the Gallery, and community outreach. The position requires a strategic and creative approach to the development of revenue generation to support operational needs, finance new initiatives, and ensure the long-term sustainability of Southampton Arts. Building and maintaining relationships with all stakeholders, and raising the profile of Southampton Arts to local communities within Grey Bruce and beyond, are expectations of the Director.

What You Will Do

Oversee the artistic direction of all programs for the School and Gallery and ensure that they are in accordance with the mission, vision, and core values of the organization

Drive excellence and innovation through the provision of educational programming offered through the School and community outreach

Build and nurture relationships with the artistic community, and assess and build contractual agreements, communication models, supports, and a recruitment system for Gallery artists and Instructors

Maintain and build relationships with community partners such as the Town of Saugeen Shores, BIA, Marine Heritage Society, and more

Oversee staff, including mentorship, training, and scheduling, to support excellence in program delivery and customer service

Manage financial systems and set budgets in conjunction with the Finance Committee of the Board

Oversee and implement a Communications strategy for Southampton Arts, which includes the website, newsletter, social media, advertising campaigns, and publications

Support and assist in identifying opportunities and creating systems for a new donor and sponsorship program

Research and identify grant opportunities that relate to capacity building and program development

Develop a volunteer (Friends of SA) program and recruit, train and manage volunteers to enhance programs and events

Create a calendar of events that promote and activate the arts and the Centre

Examine all business systems and suggest improvements to optimize efficiencies and supervise their implementation

Your Qualifications

A dynamic leader, community builder, and communicator, with strong interpersonal skills and professional and personal integrity, who is passionate about the arts

Proven experience managing business systems with financial accountability, and a strong understanding of cloud-based accounting systems

Operational and administrative experience in a managerial role

Evidence of strong relationships in the cultural, business, and/or local community, with an understanding of cultural plurality

Experience engaging diverse audiences through communications strategies and programming delivery

Experience effectively and collaboratively working for a volunteer Board-directed organization with a focus on governance, and a preferred experience in the not-for-profit sector

Hours of Work and Compensation

This is a salaried position of 35 hours per week. Compensation is commensurate with experience. Some flexibility in hours is required to support fluctuations in programming needs through the high and holiday seasons. It is expected that the Executive Director will be on site 24 to 35 hours per week.

About Southampton Arts

Southampton Arts supports and encourages cultural expression, education in the arts, and an appreciation of the arts. It is the current iteration of two long standing programs, the Gallery and the Art School, which support cultural expression on the shores of Lake Huron, in Southampton, Ontario. Together, the School and the Gallery have provided artist-led learning opportunities and a venue for local artists to present their work for decades.

Today, Southampton Arts is proud to continue a legacy that included an advisory panel comprised of members of the Group of Seven, and to seek ways to serve as a catalyst for cultural expression and appreciation in Bruce County.

To Apply

Please forward a resume and a Letter of Intent that communicates your experience and vision for Southampton Arts to southamptonarts@gmail.com