

GENERAL CO-DIRECTOR & OPERATIONS

job offer

Deadline to apply: January 24, 2025, 11h59 pm (or until position is filled)

ABOUT

La Centrale galerie Powerhouse is an artist-run centre dedicated to the dissemination and development of multidisciplinary feminist practices. We support artists and artistic practices that are marginalized from dominant cultural institutions, with programming that dialogues with feminisms, intersectionality and social justice.

JOB DESCRIPTION

Supporting the programming and the activities of la Centrale, the General Co-director & Operations cares for the administrative structure of the centre. This person oversees the finances and legal affairs of the organization, and its administration and human resources. They ensure stable and healthy financial management of the centre, and ensure organisational development objectives are achieved through effective planning and evaluation processes. They cultivate and implement HR protocols that reflect the centre's mandate, and support the Board of Directors in ensuring good governance practices are implemented and followed.

CONDITIONS

- Permanent contract
- Position scheduled to start in March 2025
- 28 hours/week
- Salary of 24,67\$/h, with annual increases according to the salary policy in place
- 4 weeks paid vacation during first year of contract (during the centre's winter closure), with additional weeks in second year of contract
- 20 paid sick days/year
- Hybrid work schedule, with a mix of in-person and online
- Availability on nights and weekends required for special events and gallery sitting

TASKS DESCRIPTION

Financial oversight

- Plan and establish budget priorities for the annual plan
- Develop annual and long-term operating budgets
- Liaise between the centre and the accountant and auditor and ensure that their work is completed as required and on time
- Represent the centre to the funders and government agencies on financial and administrative matters
- Complete monthly accounting responsibilities, including: payment of salaries, invoices, and fees, deposits, etc.
- Ensure the government documents and reports are submitted on time: T4 slips, Records of Employment (ROE), GST and QST, Registraire des entreprises du Québec, charitable status registration, etc.
- Ensure the good management and oversight of bank accounts, credit cards, petty cash, cheques, etc.
- Keep an up-to-date list of funder and donors and issue official charitable receipts
- Ensure financial and administrative documents are maintained as per legal obligations and archived at Concordia in conjunction with the programming archives

Financing

- Provide support to the Board of Directors regarding its fundraising responsibilities
- Develop fundraising strategies for the centre in conjunction with the team and the Board of Directors

- Work with the Membership & Special Projects Coordinator to develop fundraising activities that are in-line with the centre's priorities and strategic plan
- Participate in the development and writing of funding applications, specifically with regards to global and structural funding

Organisational planning and evaluation

- In conjunction with the Board of Directors and staff, ensure that long-term planning processes are carried out in a timely manner, including: multi-year funding applications and strategic planning processes
- Ensure processes are in place for follow-up and evaluation of long-term objectives
- In collaboration with the team, ensure that annual plans are set in a timely manner and presented to the Board of Directors and members (Lead)
- Ensure annual review processes are in place and carried out by committees and staff
- In collaboration with the co-direction team, plan the relocation project of the centre

Governance

- Ensure the approval of the annual operating budget by the Board of Directors
- Ensure the application of the salary policy

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- Support the Board of Directors in its responsibilities regarding HR matters
- Respect and apply employment and HR legislation (CSST)
- Coordinate regular Board of Directors meetings (see: Règlements généraux)
- Support the Board of Directors in developing meeting agendas and prepare the required documentation for the smooth running of meetings
- Ensure the drafting of meeting minutes by the Board of Directors and the approval of said minutes at the following meetings
- Coordinate hiring processes, employee contracts, and annual evaluations
- In conjunction with the Co-Directors, responsible for the onboarding of new employees

Material resources and infrastructure

- Ensure adequate infrastructure and material resources are in place for the smooth functioning of the centre (office)
- Negotiate and manage contractual agreements necessary for the functioning of the centre (rent, telephone, internet, photocopier, etc.)

SKILLS

- Experience managing staff, developing contracts and other legal documents
- Knowledge and-or experience in non-profit organizations
- Strong relational and communication skills, ability to mobilize a team
- Initiative, capacity to adapt, autonomy and organizational skills
- Abilities to develop productive business relationships with financial and governmental institutions
- Experience in financing, grant writing and seeking sponsorships
- Knowledge of standard accounting tools is an asset
- Proven engagement towards equity, diversity, intersectionality and anti-racist and anti-oppressive practices
- Capacity to engage with care and nuance questions stemming from interdisciplinary feminisms, anti-racism and anti-oppression
- Ability to work in team while fostering la Centrale's values
- Ability to alternate between administrative and creative tasks
- Ability to work within a small non- hierarchical team

EXPERIENCES

- Experience of at least 2 years in administration, accounting or arts management.
- Fluency in French and English (verbal and written) is required, knowledge of a language other than French or English is an asset.
- Bachelor's degree in arts management, visual arts or other relevant field.

Applicants must be legally allowed to work in Quebec and Canada.

*These qualifications represent a sample of relevant skills and experience. Candidates may possess qualifications that are not included in this list. Even if you do not have all of these qualifications, we encourage you to apply. We believe in the potential of growth and curiosity and welcome applications from anyone who is excited to do the work.

TO APPLY

To apply, please complete and submit the application form. You will be asked for **a CV** and **a letter of intent**. Selected candidates will be contacted for an interview in the weeks following January 24, 2025. Interviews will take place in February. The position is due to start in March 2025.

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In order to ensure an equitable hiring process, applicants' personal information (including name and self-identifications) will be censored from the application. The hiring committee will not have access to this information when selecting applicants for interviews.

Questions regarding the position and application process can be sent to: equite@lacentrale.org.