

## Operations Manager Eastern Edge

*Established in 1984, Eastern Edge is committed to exhibiting contemporary Canadian and international art, as well as encouraging dedicated and rigorous activity locally. In providing an alternative venue where artists have greater control over how their work is represented, Eastern Edge facilitates critical dialogue concerning issues in contemporary art and society, actively encouraging emerging and established artists whose work speaks to feminist, multicultural, queer, and other diverse perspectives. Eastern Edge aims to provide a supportive space to develop skills, share information and resources, foster community and create a meaningful context for artistic activity.*

The Operations Manager (OM) reports to the Executive Director and oversees the day-to-day work of the other team members. The OM has a regular operational relationship with staff, students, artist in residence, volunteers and the Board of Directors. The OM is accountable for all programming in the space throughout the year including but not limited to logistics, weekly and monthly planning, ensuring that all installations and striking of exhibitions, shipping and receiving of artwork, gallery maintenance, documentation, event coordination and communications are conducted according to approved funding and professional standards. The OM is also accountable for ensuring all health and safety procedures and protocols are followed throughout the centre.

### Responsibilities:

- The key responsibility is to ensure the effective and efficient operation and management of the facility including the Gallery, studio space, office, library and storage space. Additional accountabilities include ensuring the professional delivery of all programming and special projects conducted by Eastern Edge.
- Responsible for implementing the approved operational plan including adhering to the schedule, policies and procedures. Ensuring that all expenditures are in compliance with the approved organizational budget. Monitoring each program and project budgets with the coordinators and providing regular financial management reports to the Executive Director on each project /program budget.
- Responsible for regularly monitoring program and project progress against established project management timelines, tracking all staff time and logging leave usage on established tracking system, approving bi-weekly payroll.
- Responsible for giving direction on a day-to-day basis to all staff including core and special programming staff.
- Manage and provide leadership to staff. Take primary responsibility for all hiring, management, evaluation and professional development of staff.
- Responsible for producing regular status reports on all operational activities, projects and programming. Creating summary reports regarding operations and programming for the Board of Directors.
- Assisting the Executive Director to draft and develop the annual operational plan and annual budget and assist the Board of Directors as required in the approval process.

- Working with the all formal and ad hoc Committees. Provide administrative and organizational support as required to the various committees.
- Managing the Health and Safety program and policies for the organization, ensuring that all staff, volunteers and users are aware of and follow all Health and Safety policies. Ensuring appropriate training is provided to staff and volunteers regarding Health and Safety.
- Managing overall communications with artists, artist in residence and other users of the Eastern Edge space and facilities regarding programming, logistics and support.
- Ensuring that all staff work effectively, efficiently and collaboratively in their dealings with artists, partners, members, the general public and other external parties.
- Ensuring all documentation for all exhibitions/events and archive materials pertaining to programming and submissions has been completed, reported and stored according to Eastern Edge policy and protocols.
- Ensuring that staff and Board members have received proper orientation and have the required training to complete their assigned tasks.
- Working with the Executive Director to organize special training and professional development for staff and Board members as appropriate and as fund permits.
- Ensuring that the exhibition space is regularly repaired, that the walls are painted and the space is always kept clean and safe.
- Assisting the Executive Director as requested with the research, writing and editing of project and operational grant applications.
- Participating and assisting as requested in fundraising and special events.
- Contributing to the design, editing, production and distribution of all communications, publications and social media postings.
- Assisting in maintaining website and social media pages.
- Ensuring that all enquiries made to Eastern Edge are promptly and professionally responded to, including responding to enquiries and as appropriate and possibly directing members to other resources.
- Managing all public activities including coordinating workshops, training and information sessions, artist talks and other related events.
- Attending monthly Board meetings and committee meetings as required.
- Ensuring that all policies and procedures as approved by the Board are followed and fully implemented at all times.

#### Qualifications and Skills

- At least two years relevant experience plus an MFA or comparable masters level degree, OR, equivalent extensive senior management experience working in a management or supervisory role in an artist-run organization or not-for-profit environment.
- Strong knowledge of contemporary art, public gallery operations and artist residency programs.
- Understanding of financial management, project management and ability to multitask.
- Understanding of grant writing and fundraising.
- Understanding of health and safety requirements within a creative and visual art environment.

## Operations Manager Eastern Edge – Job Description May 2022

- Proven ability to manage staff and volunteers.
- Proven ability to foster a collaborative, diverse and professional work environment.
- Excellent interpersonal skills.
- Experience with curating and installation of art work.
- Commitment to fostering and supporting a vibrant artistic community.
- Understanding and ability to apply internal and external policies and procedures.

### Physical and Environmental Conditions

- Extended periods of using a computer, sitting at a desk, and attending both online and in person meetings
- Assisting in gallery installation lifting and carrying weights up to 20lbs, occasionally above waist height and ascending ladders up to 10 feet
- The work environment occasionally presents exposure to paints, solvents and other chemical hazards. The organization provides personal protective equipment.
- Primarily this position is a Monday to Friday work day position (35 hours a week), with occasional evenings and weekend events.
- This position is salaried at \$35,000 - \$40,000 annually.