

CALL FOR APPLICATIONS: Forest City Gallery “Executive Director”

Salary: \$24.22 for 32 hours per week / Annual Renewal Contract

Benefits: Annual health stipend, paid vacation, in office / work from home hybrid model

Closing Date: February 21, 2023

Anticipated Start Date: March 21, 2023

Reporting To: Board of Directors

Forest City Gallery (FCG) is an artist-run centre that supports artists at all stages of their career, with a particular emphasis on supporting emerging artists. Situated in London, Ontario, FCG was founded on the principles of artistic autonomy and a celebration of its regional context. FCG is committed to extending the discourse between established and experimental art forms, responding to the rich history of artistic production in the region, and advancing relevant contemporary practices in visual/media arts, performance, literature, and music.

We invite qualified applicants to apply for the position of Executive Director. As the sole employee of FCG, the Executive Director is responsible for driving forward the mission and strategic plan of the gallery, through the day to day running of the gallery space, coordinating with exhibiting artists, keeping up with our granting schedule, keeping the gallery space safe and clean for artists, guests, and tenants, and establishing and maintaining relationships with other arts organizations in London. The Executive Director reports to a volunteer operational Board of Directors that supports the Director and the needs of the gallery through onsite and remote support.

THE IDEAL CANDIDATE SHOULD POSSESS:

- A minimum of two years experience or equivalent leading an artist-run space, public art gallery, or cultural institution with a proven track record of successful management;
- Record of successful fundraising and development including grant writing with Arts Councils, donors, and crowdfunding;
- A degree or equivalent experience in fine arts, arts administration, curatorial studies, art history, or visual culture;
- Resides in or is willing to relocate to London, Ontario;
- Exemplary knowledge of contemporary art practices, CARFAC Canada & Ontario, and an understanding of artist-run culture;
- The ability to work independently and communicate needs to an operational Board of Directors;
- Strong commitment to community, inclusivity, accessibility, and equity;
- Demonstrated successful budgetary and financial experience within the nonprofit sector;
- Knowledge of (or engagement in) regional Indigenous arts programming;
- Excellent verbal and written communication skills, and proven ability to work within groups/committees;
- Ability to manage and delegate tasks to interns and volunteers;

- Ability to work flexible hours including weekends and evenings;
- Proficiency in various computer programs including Microsoft Office and Google Drive;
- Additionally, robust audio-visual competency to serve programming;
- Knowledge and understanding of the role of digital platforms, social media, and web development for contemporary cultural institutions;
- Confidence in the handling of artworks, shipping, and installation of exhibitions.

RESPONSIBILITIES:

- Implement the Gallery's artistic programming and administrative operations;
- Articulate and drive the organization's vision, mission, and goals;
- Strategize and produce all operating, project grants, and final reports with municipal, provincial, and national funding agencies to maintain a healthy, transparent budget with the Gallery's bookkeeper and Treasurer;
- Research and identify new funding opportunities, as well as maintain and grow the organization's donor base and fundraising capacities;
- Direct the development and implementation of diverse programming in all areas of visual arts, media arts, and writing through collaboration with the programming committee;
- Work with the Hear Here committee to curate and organize music events highlighting local and Canadian musical acts;
- Coordinate all exhibition logistics, including shipping, budgeting, transportation, and travel activities of visiting artists and their works;
- Oversee and schedule support for exhibitions installation, including activities related to auxiliary events, such as media screenings, literary, and music events;
- Work with the Volunteer Coordinator to manage and schedule regular volunteers;
- Implement and organize all gallery events and community outreach initiatives, including opening receptions, Hear Here shows, lectures, screenings, and fundraising events;
- Work with the Fundraising Chair to develop and implement fundraising strategies and events;
- General administrative management activities, including timely correspondence with exhibiting artists, speakers, submission applications, members, and donors;
- Network and liaise with advocacy groups locally, provincially, and nationally;
- Present articulate and fulsome monthly reports to the Board of Directors;
- Maintain a clean, well-organized, safe working environment for themselves, gallery guests, and tenants. Plan for future facility needs with the Technical Chair and additional volunteers as needed. Bring facility repair needs to the Gallery's landlord as required;
- Maintain facility and relational upkeep with studio tenants;
- Be available and in the gallery during operating hours, unless covered by volunteers;

ADDITIONAL ASSETS

- Familiarity with the London arts community
- Currently maintains a studio/community-based practice
- Working knowledge of QuickBooks software and CADAC

- Website and social media management abilities
- Working knowledge of design and confidence in editing software: photo, audio, video, etc
- A working understanding of design principles and best practices
- Fluency in another language in addition to English
- Access to a vehicle and valid G license

FCG encourages applications from women, Black and Indigenous people, BIPOC/People of the Global Majority, individuals with disabilities, members of the 2SLGBTQI+ community, and others who may arrive in the position of Executive Director from wide-ranging backgrounds who contribute to FCG through their diverse perspectives, communities, experiences, and visions.

All qualified applicants are encouraged to apply. Should applicants need any accommodations during the application they are encouraged to reach out to board@forestcitygallery.com for alternative deliverables/support.

Forest City Gallery is situated on the traditional land of the Anishinaabeg, Haudenosaunee, Lenape, Huron-Wendat, and Attawandaron peoples whose nations have long-standing relationships to the Great Lakes region now known as southwestern Ontario/Ontari:io where the City of London and the Deshkan Zibiing is located. In close proximity, there are three First Nations communities: the Chippewas of the Thames First Nation, Oneida Nation of the Thames, and Munsee Delaware Nation. In southwestern Ontario/Ontari:io, there are nine nations and a growing Indigenous urban population.

FCG seeks to recognize Indigenous stewardship, knowledge, and expertise in land/culture in the Great Lakes region. We acknowledge the significant historical and current contributions of regional First Nations and all Indigenous peoples located in London, and as an organization, we stand in solidarity with the ongoing struggles for sovereignty.

APPLICATION PROCEDURE

Please merge the following documents in a single PDF (in the order listed below) and email to board@forestcitygallery.com with the subject line “Application: Forest City Gallery Director.”

- Cover letter describing your qualifications and interest in the position
- CV
- The names and contact details of three references
- 1-2 examples of writing which can include past grant proposals, press releases, or other arts-related content (sensitive information can be redacted)

References will only be contacted if the candidate is shortlisted. All questions can be directed to the email above.