



EASTSIDE
CULTURE
CRAWL



EASTSIDE
ARTS
FESTIVAL

EAD
EASTSIDE
ARTS
DISTRICT

EASTSIDE ARTS SOCIETY

Role: Executive Director

Reports to: EAS Board of Directors

City: Vancouver

JOB DESCRIPTION

The Eastside Arts Society (EAS) is seeking an experienced, highly organized, and enthusiastic Executive Director to lead our mission of transforming community through visual and performing arts.

We're looking for a proactive leader with expertise in operational excellence, financial management, fund development, and strategic planning. The ideal candidate thrives on collaboration, brings a passion for the arts, and navigates complexity with confidence and clarity. They are detail-oriented, value accountability, and maintain a positive, unflappable attitude while juggling competing priorities.

What's great about this job?

- Collaborate with a dynamic, supportive, and flexible team
- Play a key role in planning celebrated festivals like the Culture Crawl and Eastside Arts Festivals
- Connect with Vancouver's vibrant creative community, including artists and art enthusiasts
- Make a meaningful impact in the community and contribute to something vital for the city
- Support the development of the Eastside Arts District

If you're passionate about fostering a thriving arts culture, skilled in managing complex projects, and eager to step into a rewarding leadership role, we'd love to hear from you!

About the Eastside Arts Society

The [Eastside Arts Society](#) is a registered charity that is home to the wildly popular [Eastside Culture Crawl](#) Visual Arts, Design & Crafts Festival, the [Eastside Arts Festival](#) and the [Eastside Arts District](#). The EAS also presents workshops and curated exhibits for visual artists and [Studio 101](#) – a free arts education program for inner-city schools. Now in its 29th year, the EAS' programs and multiple ground-breaking initiatives ensure that *Art Happens Here*, on Vancouver's Eastside, for decades to come.

What's unique about the EAS?

- We have a deep commitment to the arts and artists of Vancouver's Eastside, supporting under-represented and self-represented artists
- We are an established organization, with years of experience in delivering outstanding arts programming
- Our popular festivals and events are creative, invigorating, and inspiring
- We are always growing and planning for the future of arts in Vancouver

ROLE:

The Executive Director (ED) plays a dynamic role in driving the Eastside Arts Society's (EAS) success, overseeing its administration, financial services, event operations, and fund development. From streamlining business processes to ensuring smooth technical systems, the ED keeps everything running efficiently while making sure EAS is set up to thrive!

The ED reports to the EAS Board of Directors (the Board).

The ED will work directly and collaboratively with the Artistic Director.

CRITICAL RESULTS:

- Successfully co-lead a collaborative, high-performing team of staff and volunteers while optimizing operations through sound financial management, streamlined processes, and reliable systems
- Secure diverse funding through sponsorships, events, and donor engagement by developing and executing a strategic fund development plan to ensure financial stability, sustain programs, and drive growth
- Deliver standout festivals and programs, including the Eastside Culture Crawl and Eastside Arts Festivals, while building meaningful relationships with artists and community members to strengthen the society's role in Vancouver's creative community
- Deliver on the action items aligned with the EAS' strategic plan and priorities

RESPONSIBILITIES:

Leadership

- In tandem with the Artistic Director, represent the EAS at networking events
- Coordinate business plans and prepare operational plans as required
- Attend meetings and events on behalf of EAS
- Recommend improvements to communications, office systems and processes

Board of Directors

- Provide support for the Board of Directors
- Working with the Executive of the Board of Directors, report on programming, operations, emerging policy issues, and identify areas for Board action
- Liaise with the Executive Committee, Spaces Committee, and oversee the Development Committee
- Work jointly with AD to prepare agenda and materials for board meetings
- Working with the Board of Directors, make recommendations on policy issues and best practices, and recommendations for potential Board members

Communications & Community Relations

- Working jointly with the Artistic Director, establish and maintain liaison with the City of Vancouver, BC Arts Council and Canada Council
- Act as spokesperson for the Society

Fundraising and Development

- Oversee the planning and execution of two fundraising events: **Take Flight** and **Art Raffle/VIP Event**, including:

- Securing and managing artist donations for Art Roulette
- Securing sponsorships and donations for Take Flight, Art Raffle, and the Silent Auction
- Lead the coordination of the EAS sponsorship program across all events, including the Eastside Arts Festival and Eastside Culture Crawl Festival, by:
 - Maintaining and strengthening relationships with existing sponsors
 - Identifying and securing new corporate and community sponsors
 - Overseeing sponsor recognition and ensuring all benefits are fulfilled
- Manage the donation program, including the development and implementation of donor recognition strategies
- Provide leadership and staff support for the Development Committee, working closely with the Chair or Co-Chairs to achieve fundraising goals

Financial Management

- Manage the financial resources and ensure the accuracy of the EAS's financial records
- Supervise bookkeeper and provide materials for preparation of monthly reports, A/P, A/R, and payroll tax; review reports to ensure successful completion
- Disseminate monthly financial reports to Board Executive Committee
- Manage and maintain financial software and filing systems
- Lead the development and management of short and long-term budgets in consultation with the Artistic Director
- Oversee financial year end and work with bookkeeper and accountant to ensure annual charity and GST returns are successfully completed/filed, and the Notice to Reader meets the BC Society's and CRA's standards
- Administer any changes to bank account, signers, cheque orders, etc.

Programming

- Provide support to the Artistic Director in the following areas: festival programming, multi-venue preview exhibitions, Studio 101 programming, artist talks, studio visits, artist and program selection for the Eastside Arts Festival, and the development of the Eastside Arts District three-year plan.

Human Resources

- Train and oversee staff in conjunction with the Artistic Director
- Collaborate with Volunteer Coordinator to determine scope of needs and ensure successful delivery, orientation and recognition of volunteer support for festivals, and other events as needed
- In consultation with the Artistic Director, hire and oversee contractors, including graphic designers, web technicians, printers, publicist, etc.

Marketing

- Establish and maintain media relations and supervise publicity for events
- Liaise with public relations contractor during contract periods and support as needed (July and October/November)
- Coordinate cross-promotional opportunities with community and complimentary organizations to develop successful partnerships
- Negotiate and secure media sponsorships

Operations and Administration

- Prepare AGM materials and packages, member invitation etc.

- File annual AGM and other filings, as needed, with BC Registry (T3010, Notice of Change of Directors)
- Lead the development and optimization of streamlined cost-effective business processes and technical systems to enhance operational efficiency
- Oversee the maintenance, tenants and rent collection for 1000 Parker Street
 - Secure new tenants when vacancies occur
 - Secure new office space

QUALIFICATIONS / CHARACTERISTICS:

- Degree in Arts Administration, Management, Business, or related field and/or a minimum of five years of senior multidisciplinary arts and leadership experience, preferably with a multi-arts festival or presenting organization
- Proven track record in strategic artistic leadership and festival or equivalent arts management, with a focus on delivering exceptional programming and audience engagement
- Excellent verbal and written communications skills
- Ability to work independently and implement ideas into action
- Ability to multitask, problem solve and remain flexible within a fast-paced and changing environment
- Ability to source, lead, and mentor a team of committed and hard-working staff
- Ability to build strong relationships with community, civic entities, and business partners, donors and sponsors
- Advanced computer skills and experience with a variety of office management software, such as Microsoft Office, Google Drive, and Click Up
- Experienced with website content development, maintenance and CRM, preferably WordPress
- Strong financial background including experience with QuickBooks, financial reporting and budget management
- Experience with successful event management
- Must be flexible with working hours – this position will typically involve more hours during festival periods including evening and weekend work
- Valid Class 5 Driver’s license
- First Aid and ‘Serving it Right’ certificates an asset

COMPENSATION:

- \$73,000 - 75,000 annually, based on 37.5 hours/week
- Annual medical payout of \$1,500 in place of benefits
- 3 weeks of vacation upon successful completion of first year employment (increased to 4 weeks of vacation upon the successful completion of 4 years employment with EAS; increased to 5 weeks of vacation upon successful completion of 5 years employment with EAS)

Hybrid work schedule (in-office hours typically run Tuesday-Thursday 10am-3pm, with other work hours completed remotely) except during festival periods. Some mandatory weeknight and weekend hours during festival periods.

Employee evaluation is conducted annually by the Board.

HOW TO APPLY:

Interested candidates are encouraged to reach out to if they have any questions about this position or would like further information.

To apply, please send a cover letter stating your suitability and values in relation to this posting along with a resume/cv outlining your professional experience.

Selected applicants will be invited for an interview.

Application deadline: February 28, 2025, 5pm PST.

We encourage applications from members of communities that are marginalized or that experience structural discrimination, and we encourage applicants to self-identify in their application if they feel comfortable in doing so. EAS believes that a staff that reflects the diversity of the communities we serve strengthens our ability to achieve our mission.

The Eastside Arts Society operates on the traditional, unceded ancestral territories of the xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwiltlh (Tseil-Waututh) peoples. The EAS is grateful to gather on these lands and waters, and we work from a place of respect and responsibility to this gift.