

E. Manage Office Staff

1. Supervise office staff including volunteers when they are performing day to day office tasks; conduct staff evaluations.
2. Develop office staff position descriptions and provide hiring and termination recommendations to the Board of Directors.
3. Recruit and-screen candidates for office staff positions, and present the candidates to the Executive Committee for their approval.
4. Negotiate contracts for office staff and present the contract to the Executive Committee and Board for their approval.
5. When finances are not available to hire staff, recruit train and supervise volunteers for specific tasks.
6. Manage the budget adopted by the Board of Directors

15. Provide leadership and oversee staff, students on contract, and volunteers working in Gallery
16. Serve as ex-officio member of the Permanent Collection Committee and the Exhibitions Committee

B. Primary Staff for the Board of Directors

1. Coordinate with the Chair of the Board the agendas for meetings and retreats with other agencies, such as funding agencies, municipal Administrations and companies the AGN has hired.
2. Attend all regular and special meetings of the Board of Directors and provide a report of activities.
3. Provide any support necessary to Board of Director Committees.
4. Identify and research issues for the Board of Directors.
5. Plan and execute the operations of the AGN in accordance with the by-laws and policies of the Board.
6. Develop and present to the Executive Committee strategies for accomplishing the objectives of the Board of Directors.
7. Serve as primary contact for Information and Communications with members and the general public about the Board of Directors

C. Public Relations

1. Liaise with other Public Galleries and with gallery organizations
2. Liaise with Government agencies that support the Arts
3. Liaise with the relevant administrators for the Town of Cobourg
4. Liaise with municipal governments and their cultural departments in Northumberland County
5. Liaise with local community organizations and businesses in Northumberland County
6. Be the first contact person and spokesman for the gallery to members, government agencies, arts agencies and the general public
7. Provide information or delegate a spokesperson when dealing with the media
8. Manage and delegate when appropriate publicity on social and local media

D. Serve as principal fund raiser

1. Research and pursue grant opportunities. Prepare funding proposals with required documentation and reports
2. Report to the Board of Directors on grants applied for and their status.
3. Assist in developing corporate partners.
4. Assist in developing fund raising vehicles for the organization.
5. Maintain membership lists and provide ways to retain and increase membership.
6. Assist in developing a program for charitable giving.

APPENDIX

II. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director reports directly to the Chair of the Board of the AGN.

The Executive Director is accountable for all of the day to day operations of the AGN.

The Executive Director will provide leadership in:

1. The development, management and administration of efficient administrative processes
2. Providing quality services to members, visitors and stakeholders of the AGN
3. Advising the Board of Directors on the accepted standards and duties of a Public Gallery
4. Assisting the Board of Directors to realize the goals of the AGN

III. JOB DESCRIPTION

The Executive Director shall perform the following tasks or duties

A. Gallery management

1. Design and maintain an efficient administrative infrastructure for gallery operations, including opening hours and staffing of volunteers
2. Set schedule for gallery hours and ensure gallery is opened and closed as per the schedule and that there is someone at the gallery to welcome visitors. Delegate to employees and volunteers as appropriate.
3. Support the administrative needs of the gallery programs and exhibitions, including invitations, posters, media releases, and marketing
4. Administer lectures and education programs relevant to the exhibitions
5. Train docents and gallery guides
6. Support the Events Committee in logistics and bookings
7. Administer the annual budget, ensuring expenses are well controlled
8. Approve invoices within budget limits
9. Manage membership renewals and new memberships
10. Direct communications with members and update the content of the gallery website
11. Grow and foster engaged social media communications
12. Comply with all policies of AGN and ensure all employees and volunteers are knowledgeable about and comply with AGN policies and procedures. Liaise with building maintenance to ensure gallery is kept in good condition.
13. Liaise with building security to provide security staff for special events held when Victoria Hall is closed
14. Liaise with the manager of retail shops