

SALT SPRING ARTS COUNCIL

JOB DESCRIPTION – ARTCRAFT MANAGER

Purpose of the Position

The Artcraft Manager is primarily responsible for managing the programs and operations of the Artcraft Committee (“the Committee”)

Scope

The Committee is a Standing Committee of the Salt Spring Arts Council (the “Council”) responsible for Artcraft and Wintercraft operations. The Committee reports to the Council Board. Artcraft generates sales from two annual displays of crafts and arts produced by Gulf Island artisans.

The incumbent’s primary responsibility is management of the programs and operations of the Committee particularly the management of Artcraft and Wintercraft from April to December. The incumbent may also provide administrative support to the Council and its staff. The incumbent reports to the Senior Administrator of the Council but day to day activities relating to the operations of Artcraft are directed by the Committee. The incumbent is expected to work independently taking direction from the Committee and the Senior Administrator.

This is a part-time position. Specifics respecting hours of work, vacation allowance and related details will be set out in the job contract.

Responsibilities:

- ❖ Develop a work plan and season schedule.
- ❖ Act as creative director for Committee programs.
- ❖ Manage the Artcraft and Wintercraft budgets.
- ❖ Day to day management of a retail venue including sales, customer service, supervising staff and addition retail related duties as required including:
 - Ensuring daily sales receipts are ready for reconciliation and deposit;
 - Supervision of inventory control systems, tracking and directing invoices for payment.
- ❖ Supervise staff including:
 - Direction of the work schedules and individual tasks of all staff;
 - Appropriate use of volunteers in a variety of tasks suited to their abilities and talents including entertainment.
- ❖ Organizing program advertising in conjunction with the Council and staff, including coordinating the copy writing for advertising and promotional publications.
- ❖ Collaborate with the Senior Administrator to hire, manage and train summer students.
- ❖ Supervision of the production of showcases.
- ❖ Ensuring good public relations policy and practice is adhered to in all dealings with customers, show participants, volunteers, suppliers, and community and media representatives.
- ❖ Attending Council Board meetings and ArtCraft Committee meetings as required.
- ❖ Seeking financial and in-kind sponsorship.
- ❖ Develop and monitor policy or management initiatives which impact marketing, promotion, exhibition design, participant relations, staff training and budget.

- ❖ Provide an annual written report to the Committee respecting ArtCraft and WinterCraft shows.
- ❖ Provide general administrative support to the Arts Council staff in daily operations as may be required from time to time.

Working Conditions

The job requires some travel on Salt Spring Island but for the most part duties are confined to Mahon Hall.

Knowledge Skills and Abilities

Previous experience in the arts generally and more specifically with the coordination, delivery and management of programs and workshops. Demonstrated retail experience including knowledge of inventory control is required. The incumbent will have excellent written and oral communication skills, be a self-starter capable of working independently and cooperatively in a team environment. Good computer and web skills are required.

Additional Requirements

The incumbent will be required to undergo a Criminal Record check.

Adopted 2018.07.30