



**salt spring
arts council**

Salt Spring Arts Council

Job Posting: Manager of ArtCraft for 2012

Salary: 24,000 - \$26,000 annually dependent on qualifications

Please note: at present this position is full time over a 32 week pay period.

The Salt Spring Arts Council welcomes applications for the position of Manager of ArtCraft. Artcraft is a not for profit juried retail program incorporating feature exhibitions, currently representing about 180 artists. Artcraft is located in Mahon Hall on Salt Spring Island and operates daily from mid June until mid September and again as Wintercraft for 2 weeks in December.

This position reports to the Chair of the Artcraft Committee.

Responsibilities include:

- Developing work plan/season schedule.
- Managing of the ArtCraft and Wintercraft budget.
- Day to day management of a retail venue including sales, customer service, staff supervision.
- Organizing and implementing the advertising program.
- Securing student employment grants.
- Supervising the production of showcases.
- Ensuring good public relations policy and practice
- Attending SS Arts Council Board and ArtCraft committee meetings as required.
- Securing financial and in kind sponsorship and completion of grant applications.
- Other duties as required.

Qualifications: The ideal candidate should possess:

- Demonstrated retail sales experience, with superior display and merchandizing ability, and knowledge of contemporary arts and crafts.
- Excellent interpersonal communication skills (written and verbal), attention to detail and accuracy, communicate easily and tactfully with a variety of personality types.
- Proficiency and experience in administrative procedures, knowledge of inventory control, experience with Microsoft Office, internet, preferred experience with graphic design software.
- Possesses a high degree of professionalism and ability to work effectively as a member of a small team and volunteer committee. Preferred experience with not for profit sector
- Strong organizational and problem solving skills, ability to prioritize and to meet deadlines, to manage a wide variety of tasks simultaneously and to thrive in a fast-paced work environment.
- Successful candidate must be available for evening openings or extended hours during the contract period.

How to apply:

Please send résumé and cover letter and 3 references to:

Search Committee,

Salt Spring Arts Council

114 Rainbow Rd.

Salt Spring Island, B.C. V8K 2V5

Deadline: February 7, 2010