



## NOCTURNE: ART AT NIGHT

c/o Downtown Halifax Business Commission  
1546 Barrington Street, Suite 104  
Halifax, NS, B3J 3X7

# Call for Board of Directors

## Nocturne Art At Night Society – Corporate Secretary (Volunteer)

Nocturne is a non-profit organization seeking a volunteer to serve as the Corporate Secretary.

Nocturne: Art at Night is a fall festival that brings art and energy to the streets of Kjiptuk/Halifax between 6 p.m. and midnight the week after the October long weekend. The completely free annual event showcases and celebrates the visual arts scene in Mi'kma'ki/Nova Scotia.

Nocturne, designed and planned largely by volunteers, is an opportunity for everyone to experience the art of Kjiptuk/Halifax in a whole new light.

The Corporate Secretary will be responsible for the following:

- Take and prepare minutes of board meetings
- Keep registry of joint stocks updated regarding board membership
- File year end financial statements with support from Executive Director
- Update bylaws as appropriate with support of Chairperson and governance committee
- Assist in the drafting of artist agreements, venue contracts etc.
- Secure insurance for the event and for the board of directors
- Liaise with venues regarding necessary insurance requests
- Review various contracts Nocturne may take on
- Sit on at least one committee of the board (eg: the governance committee)
- Other duties as assigned

In the past this role has been held by individuals possessing a degree in law or on the track to becoming a lawyer though this is not a requirement. Nocturne has a long history of relying on the skills of individuals within their work/daily life to inform the roles they take on the board and are interested in hearing from any candidate that feels their skills would be put to good use by the organization.

Time commitment is 3-4 hours per month with less in the off-season and more about 6-8 weeks leading up to the event. Attendance at the monthly board meeting is a requirement, plus other committee meetings as required.

INTERESTED? Please apply by email to [director@nocturnehalifax.ca](mailto:director@nocturnehalifax.ca) and [chair@nocturnehalifax.ca](mailto:chair@nocturnehalifax.ca) with your CV and a \*brief\* statement of intent.

To find out additional information on Nocturne, please visit our website [nocturnehalifax.ca](http://nocturnehalifax.ca).