



NOCTURNE: ART AT NIGHT

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

Call for Board of Directors Member

Nocturne Art At Night Society – Corporate Secretary (Volunteer)

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

Nocturne is an independent, free, contemporary art festival in Kijipuktuk/Halifax presented by the Nocturne: Art at Night Society founded in 2008. The festival invites 65,000+ attendees annually to experience art and energy on the streets of our city, showcasing and celebrating the visual arts scene in Mi'kma'ki/Nova Scotia. In addition to the festival, the society oversees a collection of arts programming utilizing the same mentality that art can be anywhere.

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

The Corporate Secretary is responsible for:

- Attending monthly board meetings.
- Taking notes during board meetings and providing them to the Chair.
- Keeping the registry of joint stocks updated regarding board membership.
- Filing year end financial statements with support from the Executive Director.
- Updating bylaws as needed, with support from the Chair and HR/Governance Committee.
- Assisting in the drafting of artist agreements, venue contracts, etc.
- Securing insurance for the event and for the board of directors.
- Liaising with venues regarding necessary insurance requests, as required.
- Reviewing various contracts Nocturne may take on.
- Sitting on the HR/Governance Committee and taking notes.

In the past this role has been held by individuals possessing a degree in law or on the track to becoming a lawyer. Legal knowledge is helpful for the organization, but you will not be Nocturne's lawyer. Nocturne has a long history of relying on the skills of individuals from their work/daily life to inform the roles they take on with Nocturne. We are interested in hearing from any candidate that feels that their skills would be put to good use by the organization.

The time commitment required is approximately 10 hours per month, with less in the off-season and more leading up to the annual Art at Night Festival (October 17-20, 2024). Attendance at the monthly board meeting and HR/Governance Committee meeting is mandatory.

INTERESTED? Please apply by emailing chair@nocturnehalifax.ca with your resume/CV and a brief statement of intent.

For more information about Nocturne, please visit our website at nocturnehalifax.ca.