



NOCTURNE: ART AT NIGHT

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

POSITION: NOCTURNE EXECUTIVE DIRECTOR

SUMMARY: The Nocturne: Art at Night Society (Nocturne) is looking for an Executive Director to lead all aspects of operations. We are looking for someone who will bring commitment and excellence to the role by leading and managing all aspects of operations and programming, including our annual art at night festival, artist talk series, workshop series, and other programming. The Executive Director reports to Nocturne's Board of Directors, working in consort to define and implement strategic initiatives, fostering the financial, organizational, and programming vitality of Nocturne.

Nocturne is a not-for-profit organization founded in 2008 located in Kjiptuk (Halifax) in Mi'kma'ki (Nova Scotia), the ancestral and unceded territory of the Mi'kmaq People. In all our work, Nocturne is committed to access, inclusion, and artist care. We work to provide points of entry for the public through welcoming and engaging programs and provide professional opportunities for artists that foster mentorship and growth. At our core, Nocturne is a platform for artistic creation and presentation of engaging work in non-traditional settings. The objective of the organization is to present critical and relevant art event(s) of a high artistic and professional standard focusing on the strengths of the local art community which includes a regional, national and international representation. Nocturne celebrates contemporary professional art in Kjiptuk (Halifax). Through a collection of arts programming, including our flagship art at night festival, we use art as a catalyst for connection.

Building on Nocturne's existing strengths as an organization, you will bring your leadership, vision, and commitment to operational excellence to the challenge of taking Nocturne to the next level—improving sustainability for the organization while remaining sensitive to regional and community priorities and concerns.

RESPONSIBILITIES

The Executive Director will advance the vision, mission, mandate and goals of Nocturne through:

Leadership



- Collaborating with the Board in the development, engagement, and execution of the organization's vision, mission, mandate and strategic objectives.
- Continuing to lead the organization in vital transformation informed by justice, equity, diversity, and inclusion.
- Developing the organization's vision and values in concert with the Board and staff and articulating this vision to key stakeholders, funders, and the public.
- Enacting the objectives of the organization through programming decisions. resource allocation, policy development, and staffing structure.
- Reviewing, developing, and recommending policies in collaboration with the Board of Directors and inviting outside consultation where necessary.
- Support the Board in monitoring and evaluating Board and Board Committee effectiveness while identifying, assessing, and informing the Board of issues that affect the organization.
- Assisting the Board to recruit and onboard new Board and committee members based on the skills and experiences necessary to form representative and responsive teams that lead and assist the organization.
- Engaging the community in Nocturne's mandate.

Operations and Financial Management

- Ensuring effective and efficient financial processes and controls are in place throughout the year to ensure ongoing financial management.
- Managing day-to-day operations including processing payroll and all other staff and contract payments.
- Managing all aspects of grant funding including researching and writing grant applications for government funders, foundations and other cultural institutions as well as reporting on grants already received or in progress.
- Financial management and resource allocation including budgeting, cash flow, bookkeeping, payroll, year-end reporting, and regular reports to the Board of Directors with support from the contracted bookkeeper.
- Supervising sponsorship development, retention, and researching new funding sources and potential revenue generating streams with support from contracted Sponsorship Consultants.
- Hiring, training and supervising staff, interns, and contracts.
- Overseeing and strategizing media and public relations, social media, and graphic design.



Stakeholder and Partnership Relations

- Managing and supporting fund development, including stewardship and fulfillment.
- Developing funding and sponsorship proposals.
- Participating in presentations and meetings, attend events as appropriate.
- Developing and managing partnerships with local, national and international stakeholders (funders and supporters, program delivery partners, community partners, arts organizations).
- Participating in local and provincial networking/relationship-building opportunities and managing possible adverse effects of a large-scale event on the communities of Mi'kma'ki.

Program Implementation

- Managing the execution of the organization's flagship program, The Nocturne: Art at Night festival including but not limited to oversee the selection and working with the selected curator to develop theme and strategy for the festival, overseeing the call for projects, jury processes and all programming streams, working with committees and contract staff to provide promotion, volunteer support, marketing, etc.
- Contributing to the annual programming vision by consulting with the Programming Committee and Board.
- Developing and tending to local partnerships and co-sponsorships with other organizations and partners in Kjiptuk/Halifax.
- Participating and developing Nocturne's relationship with the Atlantic Art at Night Festivals Alliance (AANFA) as a founding member.
- Leading and monitoring the effective and efficient delivery of programs including writing project grant applications, completing reporting on programming to all private and government funders, and handling all payment and budget management of programs.

QUALIFICATIONS

- 5 years experience working in arts administration.
- Experience working with a Board of Directors.
- Post-secondary education with a degree in Fine Art, Arts Management, Communications, or an applicable field of study.



- Experience with financial management software like Quickbooks, would be an asset.
- Demonstrated success with grant-writing and partnership relations.
- Experience budgeting for both projects and organizations.
- Strong knowledge of contemporary art and displaying art in non-traditional settings.
- Outstanding skills in strategic thinking and project management.
- Strong knowledge of the local, regional and national arts community would be an asset.
- Proven ability to foster a collaborative and diverse work environment.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.

TYPICAL BEHAVIOURS

Achievement Motivation: Is energetic and committed to meeting goals and targets set, even when tasks are repetitive; actively reviews schedules and plans to avoid unnecessary over runs; wants to do things well and consistently delivers to the best of one's own ability; willing to respond to reasonable requests to do tasks that go beyond normal scope of job.

Attention to Detail: Accomplishes a task through concern for all areas involved, no matter how small. Proofreads documents to ensure correct grammar, spelling and formatting. Monitors and checks work or information, and plans and organizes time and resources efficiently.

Communication: Able to write in a variety of communication settings and styles; can get messages across that instigates appropriate actions; orally communicates positively in a variety of formal and informal settings; actively listens.

Creativity and Innovation: Questions whether the current approach is still the best approach; strives to come up with different ideas to make improvements; looks at best practices from other organizations and determines what could be transferred; focuses on the value of finding new ideas and acting on them.

Flexibility: Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusts rapidly to new situations warranting attention and resolution.



Initiative: Identifies what needs to be done and confidently takes action to achieve a standard of excellence.

Planning and Organizing: Sets priorities, goals, tracking systems and timetables to achieve maximum productivity. Is able to change focus to another task on short notice; able to manage stress that may arise with conflicting priorities.

Relationship Building: Able to develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; gains support for ideas and motivates others to advance the objectives of the organization and influence outcomes; understands the global impacts of behavior with peers, members and stakeholders; able to present key points of an argument persuasively, negotiate and convince others.

Team Leadership: Effectively manages and guides group efforts; tracks team progress, adequately anticipates roadblocks, and changes course as needed to achieve team goals; provides appropriate feedback concerning group and individual performance, including areas for improvement.

Decision-making: Responsible for all typical decisions that are covered by Board policy, keeping in mind the importance of keeping the Board chair apprised of the decisions that may be contentious. Is able to bring decisions to the appropriate Committee and/or the Board chair that may be upsetting to employees, members and/or the public as well as decisions that are not encompassed in the existing policies.