

- Overall Fundraising Authority for Qaggiavuut Operations

The Executive Director (ED) supervises staff and programs in order to carry out the Strategic Plan approved by the Board of Directors to strengthen, promote, advocate and create space for Nunavut performing artists with a focus on Inuit. The Executive Director position is responsible for overseeing and managing activities that carry out the Qaggiavuut Board of Director's vision, mission, goals and operating plan.

The ED oversees the financial and legal management of the Society including fundraising, managing budgets and establishing a financial strategy. The Executive Director hires and supervises all Senior Directors and Administrative staff and contractors and oversees the financial and ethical integrity of programming carried out by Qaggiavuut. The ED mentors and supervises staff in order to ensure effective management of all approved projects.

Most importantly, the ED assembles a team of Senior Directors who work in a coordinated and collaborative way to manage projects. The ED is responsible for coordinating weekly meetings with the Senior Directors in order to collaborate on the Qaggiavuut Operating Plan. The Senior Director team includes the ED, Artistic Director, Director of the Qaggiq Hub and Director of the Qaggiq School of Performing Art as funding allows.

The ED has fiscal oversight of all programming, supports the Board and Senior Directors and ensures quality management practices. The ED works closely with the Senior Directors to ensure Qaggiavuut hiring, contracting and financials policies and procedures are adhered to. The Executive Director is committed to the mandate of the Qaggiavuut Society and works to strengthen the Inuit performing arts through performance opportunities, youth programming, training and support of artists and advancement of the capital project Qaggiq: Inuit Performing Arts & Cultural Learning Hub.

Responsibilities

Financial Management of Qaggiavuut

- Establishes and manages a financial management system for Qaggiavuut and ensures there is effective oversight and management of the Qaggiavuut Board-approved Budget
- Plans and carries out fundraising initiatives in collaboration with Senior Directors for Qaggiavuut's approved activities including Artist Training and Support, production of new Inuit performing arts work, maintenance of traditional Inuit performance art and the building, youth programming and governance and operating of the Qaggiq Hub
- Ensures all requirements of legal funding agreements entered into with third-parties are met and all reporting is conducted within time requirements
- Ensures proper and timely reporting and filing of Qaggiavuut legal documentation including annual filing with Legal Registries to maintain the society's good standing and Revenue Canada filing
- Oversees the issuance of all contracts to ensure legal and financial management procedures are followed
- Ensures proper and efficient bookkeeping and accounting practices are maintained
- Provides regular (quarterly) financial reporting to the Board of Directors
- Contracts and supports the third-party annual Audit

Strategic Planning and Delivery

- Strategically plans Qaggiavuut activities in collaboration with Senior Directors in order to meet the goals of the Society and the annual Operating Plan
- Supports the Board with information, research and planning
- Designs methods for Board, Advisory Council and stakeholder involvement in Qaggiavuut strategic planning
- Researches and writes policies, procedures and protocols that guide effective decision making
- Continually engages in learning that ensures Qaggiavuut is guided by current, evidence-based research, best practices and knowledge in the field of the performing arts, non-profit organizations, training, performing arts centres, Inuit and Indigenous arts programming and arts administration

Supervision of Staff

- Manages a collaborative working relationship between the 4 Senior Directors of Qaggiavuut including the ED, Artistic Director, Qaggiq Hub Director and Qaggiq School Director
- Designs a staffing protocol for Qaggiavuut in consultation with staff and Board
- Identifies and funds positions, designs job descriptions and hires qualified staff that meet the Board's mandate and its policies and in collaboration with Senior Directors
- Supports staff with guidance, mentorship and quality management practice
- Ensures the Board is represented by skilled and qualified staff who are committed to the Board's mandate
- Ensures Board staffing policies are based in ethical work principals
- Creates and maintains a supportive workplace environment where staff are valued and respected
- Develops Qaggiavuut Human Resources policies and procedures in consultation with staff and Board including policies to prevent harassment and abuse and create safe arts work spaces

Integration of Inuit Culture

- Ensures Qaggiavuut programming, staff and planning represents Inuit culture
- Designs Inuit staffing and representation procedures that ensures Inuit are represented in Qaggiavuut at all levels including Board, Advisory Council, staff, artists, program participants, youth, elders and project teams
- Ensures funds are allocated for the authentic integration of Inuit culture in all Qaggiavuut programming
- Designs programming that will create new forms and maintain traditional forms of Inuit cultural expression

Board Support

- Strategizes and designs guiding policies and procedures in consultation with the Board
- Plans and supports the AGM
- Resources the Board's decision making process to maximize its effectiveness
- Supports Board development
- Ensures the Board is provided with the third-party, legal and financial expertise required in its decision making
- Integrates Board recommendations into project planning and programming
- Participates as a member of the Executive Committee to address Board business between regular meetings

Performing Arts Creation & Production

- Supports the Artistic Director with financial, logistical and fundraising resources to carry out the AD's Plan

EXECUTIVE DIRECTOR JOB DESCRIPTION

- Builds partnerships that continue to develop Qaggiavuut’s artistic opportunities
- Works collaboratively with the Artistic Director to ensure the AD’s artistic vision is realized
- Ensures protocols and procedures for Qaggiavuut performing arts creation and production meets the needs of Inuit performing artists

Performing Arts Training and Artist Development

- Supports the Qaggiq School Director with financial, logistical and fundraising resources
- Works collaboratively with the Qaggiq School Director to implement strategies that deliver programming to Inuit artists in all Nunavut communities
- Builds partnerships that continue to develop the Qaggiq School in delivering performing artist training
- Ensures protocols, curriculum and strategy for the Qaggiq Performing Arts School meets the needs of Inuit performing artists

Qaggiq Performing Arts Hub

- Supports the Qaggiq Hub Director with financial, logistical and fundraising resources
- Works collaboratively with the Qaggiq Hub Director to strategically move forward Qaggiavuut’s mission of building the Qaggiq: Inuit Performing Arts & Cultural Learning Hub
- Builds partnerships in order to establish a diverse and multi-skilled team of expertise for the design, fundraising, operations and management of the Qaggiq Hub
- Ensures protocols, consultations and strategy includes input from Nunavut and Inuit artists

Children and Youth Programming

- Plans and delivers Inuit performing arts programming for children and youth in Nunavut in coordination with other Senior Directors of Qaggiavuut

Communications

- Plans, Recommends and Builds a Communications Strategy for Qaggiavuut that includes Board recommended principals
- Oversees Qaggiavuut publicity materials for media and public representation
- Supports Qaggiavuut spokespersons with communications resources
- Ensures Qaggiavuut is represented in a professional and positive manner

Skills, Knowledge and Abilities Required for this Position

The Executive Director has the skills, knowledge and abilities that make it possible to bring people together, create partnerships, build teams and support staff and board with sound advice and practical skills. The ED will be grounded in Nunavut community experience and value the contributions of artists to society. The ED will be a strategic planner with experience funding and managing major projects and creating positive outcomes for ambitious, multi-year strategies. Most importantly, the ED must be

professional, creative, an excellent communicator and able to work collaboratively to achieve the goals of the Qaggiavuut Society.

Qualifications / Required Skills

- Experience living and working in the Arctic
- A minimum of 3 years of experience in a strategic arts leadership and management role
- A minimum of 3 years' experience fundraising for major projects and managing budgets in excess of \$1 million
- Education and expertise in training, mentorship and arts education
- A demonstrated ability to communicate complex issues between organizations, individuals, governments
- A passion for the performing arts, and the desire to lead an innovative arts organization
- Exceptional relationship management and team building skills
- Knowledge of the not-for-profit professional arts sector

Two Year Term: The Executive Director position is a two-year term position that is renewed at the beginning of the fiscal year on a bi-annual basis, April 1.

Diverse Workforce: Qaggiavuut is committed to inclusion and a diverse workforce and will provide a barrier-free workplace.

Hours of Work: The Executive Director position is based on a 35-hour full-time work week with some evening and weekend work required for Board and programming needs. Additional hours after 35 hours are paid as Lieu. Up to two weeks of Lieu can be carried at any given time and must be used before the end of the fiscal year.

Paid Leave: The Executive Director is provided with 15 days of paid Annual Leave, 5 days of Professional Development/Artistic Leave per year, 5 days of Sick Leave per year, 5 days of Special Leave per year + Statutory Holidays.

Artistic & Professional Leave: Staff of Qaggiavuut are provided opportunities for approved leave for their own artistic practice as long as it does not interfere with carrying out their management duties. Artistic leave includes contract work as a performing artist for Qaggiavuut or other outside arts groups or for continued study of arts organizational work. Leave requests should be submitted as soon as possible with a minimum of one month in advance of taking the leave. If paid leave credits are expended, leave is taken as Leave Without Pay up to a maximum of 10 days.

Leave Requests: The Executive Director applies for Leave to the Executive Committee of the Board of Directors.

Conflict of Interest: Senior Directors must submit a Disclosure of Outside Activities to their Supervisor for any paid or volunteer work outside of Qaggiavuut work.

Recommended by the Special Human Resources Committee: May 28, 2020

By Motion of the Board of Directors: June 19, 2020