

JOB TITLE	Director, Tett Centre for Creativity and Learning		
REPORTS TO	Board of Directors		
DATE PREPARED	September 29, 2021	PREPARED BY	JA
DATE APPROVED	October 4, 2021	APPROVED BY	Board of Directors, TCCL

Position Summary

Reporting to the Board of Directors, the Director is an inspiring leader who brings a firm grasp of policy and planning and effective management skills to the operations and programs of the Tett Centre for Creativity and Learning (TCCL). The Director acts strategically to fulfill goals set by the Board and to meet diverse accountabilities. They oversee space leasing and ensure licensing agreements fulfill the terms and community-service vision of the TCCL Master Lease with the City of Kingston for the city-owned heritage Tett Centre building. The Director is responsible for the safe, sustainable operation of the facility, staff oversight, and fiscal management, ensuring diverse revenue through long and short-term rentals, programs, creative partnerships, philanthropic gifts, and grants. They are responsible for development and delivery of innovative arts programs and effective communications that cultivate participation and ensure the TCCL’s reputation for sustained, high-quality contributions to Kingston’s diverse arts and culture landscape.

Duties and Responsibilities

Operations

- Ensure effective management of leases and licenses, productive tenant relationships, stable tenancy for anchor subtenants, and maximized occupancy
- Ensure space rentals meet revenue-generation and community-service goals
- Oversee financial operations, following financial procedures and controls established by the Board and compliant with City of Kingston requirements
 - Monitor, evaluate and prioritize revenue opportunities, setting annual fundraising goals
 - Manage payroll and banking
 - Prepare the annual budget for Board approval and track its implementation, working with the Treasurer to provide quarterly and annual reports to the Board of Directors
- Working closely with City of Kingston staff and independent contractors to ensure smooth operation of the Tett Centre facility, including security, parking, equipment, and building maintenance
- Ensure compliance with all applicable local and provincial legislation, including health and safety, and AODA.
- Conduct regular risk assessments and develop solutions to be presented to Board

Programs

- With input and approval from the Board, develop an annual plan for high-quality programs that fulfill strategic priorities through diverse arts programs and partnerships with community

organizations. Cultivate the TCCL as part of a vibrant waterfront arts hub through collaborations with Queen's University's The Isabel and resident arts faculty, staff and students

- Oversee successful delivery of the program plan
- Proactively forge program partnerships to ensure dynamic, high-impact programs that meaningfully involve diverse communities
- Track and evaluate program and service impacts regarding participation goals, optimal use of resources and innovation for cultural enrichment of community life

Communications

- Proactively elevate/enhance TCCL's profile and reputation through community partnerships, public/media relations, advertising and social media. The Director acts as an inspiring spokesperson for the TCCL's role as a vital, accessible arts hub.
- Oversee marketing to support programs and fundraising, to maximize rental opportunities and revenue diversification
- Cultivate a strong network of exchange and collaboration with arts and non-arts partners locally and beyond
- Ensure development and delivery of high-quality communications in support of TCCL's goals, including an effective online presence and a high-impact Annual Report.

Management

- Recruit, hire, and train employees and volunteers, based on an annual staffing plan approved by the Board
- Supervise employees and volunteers
 - Set annual goals and objectives for employees in performance review, including appropriate ongoing skills development. Develop draft to be presented, reviewed and approved by Board
 - Ensure the TCCL is a respectful, harassment-free working environment

Board Relations

- Attend Board Executive, full Board, and Board Standing Committee meetings, providing regular updates, including fact-based measures of success against the strategic plan and annual objectives, and including quarterly program reports
- Work with the Board, Standing Committees and Working Groups to develop and execute plans for programs, community engagement and fundraising. Develop and implement procedures required to operationalize the policies and strategic plans developed by the Board
- Escalate issues appropriately, providing proposed solutions along with the key information required for decision-making
- Provide administrative support to ensure operating continuity and integrity of records.

Job Requirements

1. EDUCATION & EXPERIENCE

- Minimum Bachelor's degree in arts management or a related field, or a combination of relevant degrees and post-degree training and experience
- A minimum of five years' successful work experience, including financial, facility, and people management experience in an arts environment
- Non-profit/arts sector experience preferred
- Graduate degree preferred

2. KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal and written communication skills in English
- Ability to work independently without direct supervision
- Strong time management and priority management skills
- Superior interpersonal skills to work effectively with diverse contacts
- Demonstrated success in arts program design and delivery, and grant-writing
- Awareness of and sensitivity to cultural diversity, with knowledge of equity, diversity and inclusion issues and dynamics
- Financial management skills
- Successful fundraising experience
- Ability to inspire and encourage others
- Proven ability to manage conflict effectively
- Demonstrated ability to develop creative solutions to emerging challenges

3. LEVEL OF DIRECTION RECEIVED

- Reporting to the Board of Directors, the incumbent must comply with the organization's policies and procedures and consult with the Board, receiving direction on decisions that may have significant impact on the organization.

4. CONTACT

Within the organization:

- Supervises other employees
- Works with tenants, Board of Directors, and other volunteers

Outside the organization:

- Works in close cooperation with staff at the City of Kingston
- Other arts- and community-based organizations
- Funding agencies
- Donors and champions
- General public

5. WORKING CONDITIONS

- Office environment. Prolonged sitting at times, extensive use of keyboard, mouse and looking at computer screens, occasional lifting and moving of supplies
- Walking up and down stairs and moving around building frequently
- Evening and weekend work required. Must be reachable in case of emergencies
- Occasional to frequent and direct contact with outside agencies, tenants and customers

- An independent role, must be a motivated self-starter, organized and able to undertake periods of intense mental focus
- Must handle multiple projects and deadlines and be comfortable with frequent change

Disclaimer

This job description is not a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

Compensation

- Salary Range: \$68,000 to \$75,000 per annum