



## JOB OPPORTUNITY

### Chief Executive Officer

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#### **SK Arts is seeking a highly motivated, results-oriented individual to fill the role of Chief Executive Officer.**

The Saskatchewan Arts Board, operating as SK Arts, provides grants, programs and services to individuals and groups whose activities have an impact on the arts in Saskatchewan and ensures that opportunities exist for Saskatchewan residents to experience all art forms. It pursues partnerships and delivers arts funding programs and special initiatives that provide opportunities for artists and arts organizations working independently or collaboratively to create their work and communities and schools across the province to engage in arts activities. SK Arts considers equity, diversity, and inclusion as advantages and strengths that enhance our perspective, strengthen our work, and contribute to our innovation.

The Chief Executive Officer (CEO), in keeping with the SK Arts strategic plan approved by the Board of Directors, exercises powers and performs duties as assigned by the Board through its Executive Limitations. The CEO's broad obligations include ensuring the agency adheres to its mission, vision and guiding principles through its day-to-day activities. They are charged with the leadership of and responsibility for a sustainable business model that includes relevant and successful operations, programs, communications, administration and financial management.

The CEO is an employee of and accountable to the agency's Board of Directors and works closely with the Board to develop the agency's strategies, budgets and business plans and works to ensure compliance with legislative, legal and financial requirements. The CEO ensures compliance with the Executive Limitations established in the Board's Governance Manual.

Working with a dedicated Board and staff team, the CEO:

- Possesses a graduate degree and/or equivalent post-secondary education and experience in a related field and extensive (minimum 10 years) related senior management experience in the arts with significant knowledge and skills in an arts discipline and an appreciation or knowledge of other arts disciplines.
- Understands the arts eco-system in Saskatchewan and the changes that may occur and can affect the agency, ensuring the agency, including Board and all staff, has the information needed to conduct appropriate oversight and to make decisions.
- Develops a strong network of public and private support for the agency, including maintaining relationships with major stakeholders including the Government of Saskatchewan (through the Ministry of Parks, Culture and Sport), the Canada Council for the Arts and other public arts funders nationally, SaskCulture, Sask Lotteries, Creative Saskatchewan, Saskatchewan Arts Alliance, and municipal arts agencies.
- Leads the development, delivery, assessment and revision of programs and services that encourage and support the development and excellence and public knowledge and appreciation of Saskatchewan art and artists.
- Develops and executes a communications plan that provides information in different media

formats about the agency, artists and arts organizations to stakeholders, partners, artists, arts organizations, grant applicants, donors, sponsors, for-profit business contacts, foundations, community organizations, and the public.

- Oversees the financial integrity and solvent financial management of SK Arts by complying with responsible and prudent stewardship of public funds and management of the agency's financial resources.
- Leads the SK Arts staff team, embracing best business and human resource practices in all agency matters.
- Establishes key policies, strategies, processes and good practices in the areas of office and building management and maintenance, and environmental sustainability.

For a full position description as well as a list of the knowledge, experience, and personal characteristics required of the successful candidate, please visit SK Arts' website at [SK Arts CEO Search](#).

**Employment Type:** full-time, maximum five-year renewable contract, in office

**Salary Range:** \$132,600 to \$173,400 annually

(successful candidate will likely start near low end and move through salary range during term of employment)

**Employment Location:** SK Arts office, Regina

**Application Deadline:** Monday, August 12, 2024

**Applications must include** current resumé and cover letter that reference the full position description, demonstrate how you qualify for this position, and describe how you achieved the knowledge, skills, and competencies that indicate you can successfully perform the key responsibilities and outcomes

**E-mail applications to:** [CEOsearch@sk-arts.ca](mailto:CEOsearch@sk-arts.ca)

As a condition of employment, the successful candidate must submit a favourable Criminal Record Check.

SK Arts strives to be a workplace of choice that recognizes and empowers its people, promotes continuous learning, and provides value for the public. SK Arts is committed to employment equity and workplace diversity and encourages applications from all qualified people, including Indigenous and Métis peoples, persons with disabilities, visible minorities and new Canadians, LGBTQ2S+ peoples, and people who identify from other marginalized communities. We are also committed to providing access, equal opportunity, and reasonable accommodations for individuals with disabilities in all environments, services, and programs. To request an accommodation before entering the interview phase, contact Chip McDaniel, Director of Administration, at [cmcdaniel@sk-arts.ca](mailto:cmcdaniel@sk-arts.ca).

While we appreciate and thank you for your interest, only those selected for interviews will be contacted.



## SK Arts Chief Executive Officer

### Position Description

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**Approved and Administered by:** Board of Directors

**Applicable References:**

- Saskatchewan Arts Board Act, 1997*
- The Arts Board Regulations*
- SK Arts Board of Directors Governance Manual*
- The Saskatchewan Employment Act*
- The Public Service Act, 1998 (Saskatchewan)*
- The Crown Employment Contracts Act (Saskatchewan)*

#### **POSITION PURPOSE:**

The Chief Executive Officer (CEO), in keeping with the SK Arts strategic plan approved by the Board of Directors, exercises powers and performs duties as assigned by the Board through its Executive Limitations. The CEO's broad obligations include ensuring the agency adheres to its mission, vision and guiding principles through its day-to-day activities. They are charged with the leadership of and responsibility for a sustainable business model that includes relevant and successful operations, programs, communications, administration and financial management.

The CEO works closely with the Board of Directors to develop the agency's strategies, budgets and business plans and to ensure compliance with legislative, legal and financial requirements.

#### **ACCOUNTABILITY:**

The CEO is an employee of and accountable to the agency's Board of Directors. The CEO ensures compliance with the Executive Limitations established in the Board's Governance Manual.

The Chair of the Board is the main point of contact and communication between the Board of Directors and the CEO.

The Board of Directors determines the term of the position and the compensation, which is set, as of May 2024, in a range between \$132,600 and \$173,400.

#### **IMPACT OF POSITION:**

The CEO functions within the context of legislation, policies, directives and guidelines developed by the Government of Saskatchewan through bodies including but not limited to the Ministry of Parks, Culture and Sport, Cabinet and the Ministries of Education, Finance and Justice. Key pieces of legislation and policy that guide and set expectations for SK Arts and the work of the CEO include but are not limited to the Applicable References listed above in this Position Description along with other provincial acts and regulations including the *Freedom of Information and Protection of Privacy Act*, *Saskatchewan Human Rights Code*, *Financial Administration Act*, as well as various federal acts and regulations.

#### **DIRECT REPORTS:**

- Director of Administration
- Director of Finance
- Director of Programs
- Policy and Planning Advisor
- Communications Strategist
- Collection Team (Consultant: Permanent Collection,

Preparator, Registrar)  
Executive Assistant

In the event that any of the direct report positions listed above are vacant, any of the direct reports to that position become direct reports to the CEO.

## **RELATIONSHIPS AND CONTACTS:**

The CEO is required to:

- Develop a strong network of public and private support for the agency and its programs. They pursue partnerships fundamental to securing adequate financial resources. They maintain key external relationships with major stakeholders including foundations, Canada Council for the Arts, SaskCulture, Sask Lotteries, Creative Saskatchewan, Saskatchewan Arts Alliance and municipal arts agencies.
- Develop the agency's presence and reputation across the arts and cultural sector in the province and nationally through active participation in groups such as CPAF and the provincial tri-level funders' table.
- Pursue effective and dynamic relationships with artists and arts organizations and their principal staff and board members to enable the agency to encourage, support and promote their artistic practices, and to gather comments and opinions regarding the effectiveness and efficiency of agency programs and granting processes.
- Cultivate relationships with the private sector and charitable donors/sponsors to create revenue for specific agency initiatives.
- Represent the organization at relevant events and activities and through speaking engagements, publicity opportunities and media interviews.

## **KEY RESPONSIBILITIES:**

### **Strategy and Leadership**

The CEO is ultimately responsible to undertake and/or to ensure completion of the following:

- Understand the arts eco-system in Saskatchewan and the changes that may occur and can affect the agency. Ensure the agency, including Board and all staff, has the information needed to conduct appropriate oversight and to make decisions.
- Work closely with the Board of Directors as they develop the agency's long-term strategy.
- Drive the process of developing and delivering an annual business plan that observes the Board's strategy.
- Ensure all processes are arranged to monitor and evaluate the impact of SK Arts' work and achievements against business objectives.
- Regularly review and report to the Board on the performance of the business plan and progress in relation to the goals of the Board's strategic plan.
- Report regularly to the Board regarding the agency's operations, program results, financial affairs and agency activities and identify and assess internal and external issues that affect the agency, its operations and/or the implementation of Board policy or strategies.
- Maintain awareness of risks and changes in the external and internal environments that can or will affect the agency. Plan and implement actions that will mitigate the risks.
- Support the Board in developing the skills and diversity of the Board membership, planning, recruitment and succession planning.
- Lead relations with government departments, agencies and ministerial offices and inform and involve Board members when required.
- Serve as the principal contact with the Ministry responsible for the arts. Advise the Deputy Minister and/or Assistant Deputy Minister of issues or events that concern the Ministry or Minister in the exercise of their respective responsibilities.
- Liaise with Indigenous governmental structures and ensure that SK Arts upholds its values related to

maintaining respectful relations.

- Develop, inspire and provide effective leadership for all internal staff teams comprised by the direct reports specified above.
- Model SK Arts' values.

## **Programs**

The CEO is ultimately responsible to undertake and/or to ensure completion of the following:

- Lead the development, delivery, assessment and revision of programs and services that encourage and support the development and excellence and public knowledge and appreciation of Saskatchewan art and artists.
- Oversee evaluations of the agency's programs and services which includes supervision of all public review panels. The CEO will report the results, recommendations and outcomes to the Board and implement revisions to programs and/or processes as required.
- Ensure the development and maintenance of a policy that integrates operational and technical processes regarding the processing of grant applications.
- Lead the management and protection of the Permanent Collection and lead the advisory process that enables the growth and development of the agency's visual arts collection on behalf of the province and ensures the Collection represents the contemporary art practices of artists within the province for the purpose of public access.
- Oversee the operations of databases that manage the records for online grant applications, Permanent Collection artwork and personnel information and ensure information is accurate and accessible.
- Direct preparation of related research, briefing and background materials and reports.

## **Communications**

The CEO is ultimately responsible to undertake and/or to ensure completion of the following:

- Develop and execute a communications plan that provides information in different media formats about the agency, artists and arts organizations to stakeholders, partners, artists, arts organizations, grant applicants, donors, sponsors, for-profit business contacts, foundations, community organizations and the public.
- Oversee the development and implementation of strategic marketing initiatives and engagement and outreach projects.
- Supervise the design, development, approval, execution and submission of the agency's annual report accounting to the designated timelines.
- Oversee the ongoing operation of a website that reflects the SK Arts brand and includes accurate information about the agency and its programs.
- Ensure the SK Arts brand is accurately reflected in its printed material, website, and office locations.

## **Personnel Management**

The CEO is ultimately responsible to undertake and/or to ensure completion of the following:

- Embrace best business and human resource practices in all agency matters.
- Develop and manage the organizational structure and reporting relationships.
- Ensure key policies, strategies, processes and best practices are in place in the areas of staff management, equality, inclusivity, diversity and professional development.
- Lead and develop an effective team environment through direction and mentoring of professional and administrative staff.
- Encourage and facilitate learning and skill development that will assist capacity-building activities and successful outcomes of program, administrative and operational drives.

- Ensure the agency is supported by appropriate human and related financial and technical resources necessary to achieve agency goals and initiatives.
- Develop and implement plans to meet changing and future human resource needs.
- Oversee negotiation and administration of collective agreements and the maintenance of beneficial relationship with union representatives.
- Evaluate staff performance and classification of staff positions as established in the collective agreement.
- Ensure the agency upholds the established standards of health and safety management and operates in an environment where the Board, staff and public can work and visit safely.

### **Financial Management**

The CEO is ultimately responsible to undertake and/or to ensure completion of the following:

- Oversee the financial integrity and solvent financial management of SK Arts by complying with responsible and prudent stewardship of public funds and management of the agency's financial resources.
- Lead investigation and delivery initiatives related to the delivery of new income streams.
- Develop the annual operating and capital budgets for approval by the Board of Directors.
- Ensure appropriate controls are established for all operational processes.
- Affirm financial resources are allocated in accordance with the Board's governance policies and strategic plan and the approved annual business and budget plans.
- Ensure budget preparation, implementation and evaluation are consistent with generally accepted account principles, legislation, policies and regulations of the Government of Saskatchewan.
- Direct monthly financial forecasting and reporting and confirm operations fall within established fiscal limits.
- Review a budget report with the Board on a quarterly basis.
- Adjust the annual budget as required to ensure a balanced budget at the end of a fiscal year and/or make other adjustments to the budget as directed by the Board of Directors.
- Oversee capital investment projects.
- Oversee the agency's participation in the annual audit process conducted by the Provincial Auditor.
- Oversee the preparation of the agency's annual financial statements and annual report on related programs and operations for the required approval processes and for submission to the Saskatchewan Legislature by the statutory deadline.

### **Operations**

The CEO is ultimately responsible to undertake and/or to ensure completion of the following:

- Establish key policies, strategies, processes and good practices in the areas of office and building management and maintenance, and environmental sustainability.
- Lead any relocation of physical office space, including but not limited to real estate searches, required legal research, capital or leasehold improvement projects, and ensuring all approvals are received from Board and Government and any municipal codes are met.
- Ensure required human, financial and technical resources are available and appropriately allocated.
- Ensure all necessary risk assessments, contracts, insurance cover and licensing arrangements are in place.
- Ensure the agency fulfills its legal, statutory and regulatory responsibilities including compliance with relevant legal obligations and legislative Acts.

## **KNOWLEDGE AND EXPERIENCE:**

The CEO requires:

- A proven track record of management and leadership skills and experience within an arts, cultural or related public sector institution of similar scope and the ability to produce immediate operating results individually or through direction of a Board of Directors or other supervisory structure that ensures performance targets are met and problems and issues are resolved appropriately and in a timely manner.
- A graduate degree and/or equivalent post-secondary education and experience in a related field and extensive (minimum 10 years) related senior management experience in the arts.
- Significant knowledge and skills in an arts discipline and an appreciation or knowledge of other arts disciplines.
- Comprehensive knowledge of provincial and federal government structures, legislation, policies, procedures and regulations related to the arts, not-for-profit organizations and management of a government agency such as SK Arts.
- Extensive leadership in a senior role with a high level of policy planning skills, astuteness, political acuity and the ability to:
  - Ensure effective, collaborative and coordinated efforts of diverse groups working together to provide financial and capacity-building programs and services to a broad range of individuals, organizations and stakeholders.
  - Provide perspective and influence so that decision makers and stakeholders with diverse expectations and requirements can reach consensus regarding programs, services, funding allocations and/or issues.
  - Reach agreements with federal and provincial governments and arts funding and external agencies and ministries.
- Proven organizational and analytical skills to perform in a complex work environment managing and balancing the needs of artists, organizations, communities, various government agencies and ministries, Unions and the current political environment. This will include the ability to negotiate competing or conflicting circumstances and to motivate others to accept change.
- Extensive knowledge of:
  - The arts and the arts eco-system in Saskatchewan including participants and stakeholders, current and emerging issues, and changes that may occur and affect the agency.
  - Methodology for developing strategic and business plans and goals related to the arts and program and service delivery mechanisms and processes.
  - Best practices for management and business processes; information technology applications; program design, implementation, delivery, monitoring and evaluation; emerging issues, trends and best practices in arts funding and programs; strategic, policy, financial and human resource planning practices.
  - Public relations and communication abilities with credibility within the arts sector to effectively gain cooperation and buy-in of others.
  - Evaluation techniques and methods, including but not limited to research, establishment of metrics, and both summative and developmental evaluation techniques.
- Extensive experience in development and fundraising within the arts sector, including work with both public and private sources of funds.
- Sound professional judgement and excellent conceptual and analytical skills to function at the strategic level while simultaneously leading and directing staff and resources involved with specific initiatives and projects.
- Operations management experience including the ability to be a practical, calm and creative problem solver who can react nimbly and be flexible in their decision making especially with respect to financial and human resource management, the motivation of others and the quick resolution of sensitive, emotional or controversial issues.

- Superior interpersonal and team and relationship-building skills, and well-developed communication skills with the ability to develop and maintain required internal and external relationships effectively.
- Conceptual and critical thinking and problem-solving skills to analyze information and risks and make decisions that align with strategic and business plan goals.
- Verbal and written communication skills to develop and deliver presentations to key decision makers and stakeholders.
- Cross-cultural awareness and knowledge to work effectively in a diverse workplace and build relationships with diverse communities.
- Experience with or a willingness to build Indigenous knowledge and recognize cultural differences in a respectful way, bringing together our Saskatchewan artist community.

### **Personal Qualities**

- Demonstrates a passion for and commitment to the arts and the role they play in our society.
- Willingness to accept ultimate responsibility and ownership of actions of both agency and individual.
- High professional standards and integrity, results-oriented and disciplined.
- Excellent negotiation skills.
- Flexible and strategic thinker, capable of making evidence-led decisions.
- Ability to forge strong partnerships and collaborations and respectful and dynamic relationships.
- Approachable manner with a commitment to providing the highest standards of service, both internally and externally.
- Commitment to evaluation, measuring impacts and outcomes.
- Forward-looking with a desire to pursue new opportunities.