



## **JOB OPPORTUNITY**

### **Director of Programs - Permanent**

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#### **SK Arts seeks a highly motivated, results-oriented individual to fill the position of Director of Programs.**

The Director of Programs reports to the agency's Chief Executive Officer. As a member of this talented team, the Director of Programs leads, in collaboration with the SK Arts CEO leads and/or assists the development, implementation, and dissemination of the agency's arts programs. This position is responsible for oversight of the day-to-day activities related to the agency's funding programs and community outreach activities, implementation of review processes, and engagement, as required, with external program partners.

The successful candidate will have a minimum of a bachelor's degree or equivalent post-secondary education supplemented by ten years' experience in progressive positions in an arts, cultural, or related agency of similar scope. They will have experience as a practitioner, administrator, or funder with a track record of leadership and/or management, and proven ability to produce positive results within established timelines, to achieve established performance targets, and to resolve problems and issues appropriately in a timely manner.

<u>Employment Type:</u>	Full time, Out-of-Scope, Permanent
<u>Salary:</u>	\$8,255 monthly, may be negotiable for an individual with significant similar work experience in a government setting
<u>Employment Location:</u>	Regina or Saskatoon, Saskatchewan
<u>Start Date:</u>	immediately or based on candidate availability
<u>Application deadline:</u>	Wednesday, January 29, 2025, at 4:30 pm.
<u>E-mail applications to:</u>	careers@sk-arts.ca
<u>Applications must include:</u>	Current resumé and cover letter that reference the job description that demonstrate how you qualify for this position, and that fully describe how you achieved the knowledge and experience that indicate you can successfully perform the key responsibilities.

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 First Nations, Métis and Inuit peoples, persons with disabilities, visible minorities and new Canadians, LGBTQ2S+ peoples, and people who identify from other underserved communities. We are also committed to providing access, equal opportunity, and reasonable accommodations for individuals with disabilities in all environments, services, and programs.

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

**A FULL DESCRIPTION OF THE POSITION  
IS ATTACHED BELOW.**



## POSITION DESCRIPTION

### Director of Programs

**Revised:** 2023-08

**Issued:** 2015-12

**Approved by:** Chief Executive Officer

**Administered by:** Director of Administration

**Applicable References:**

- *The Saskatchewan Employment Act*
- *Saskatchewan Arts Board Act, 1997*
- *The Arts Board Regulations*
- *SK Arts Strategic Plan*
- *SK Arts Policies*
- *Collective Bargaining Agreement: Saskatchewan Arts Board and SGEU Local 2288*

**Direct Reports (currently five):**

- *Program Consultant(s)*
- *Program Consultant – Equity and Inclusion Focus*

### ORGANIZATION OVERVIEW

SK Arts provides funding and support to the arts for the benefit of all people in Saskatchewan. The agency offers 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.

SK Arts considers equity, diversity, and inclusion as advantages and strengths that enhance our perspective, strengthen our work, and contribute to our innovation.

### POSITION PURPOSE AND IMPACT

The position of Director of Programs is integral to the implementation of SK Arts' strategic and business plans and contributes to public recognition of SK Arts as an organization that is shaped by the creative strengths and diversity of the province's artists, arts organizations, and arts community. The Director of Programs works in an environment that is mission- and results-driven and community-oriented.

Reporting to the CEO, the Director of Programs will assume primary responsibility for the operation of SK Arts' programs. They are required to maintain awareness of the arts sector provincially, nationally, and internationally in order to maintain awareness of current trends, challenges, and opportunities within the sector, and they lead the program team in the development, implementation, and evaluation of grant programs and other initiatives that respond to the sector's needs. Additionally, as a member of SK Arts' management team, the Director of Programs will provide advice and support on decisions that enable the fulfillment of the agency's mandate. In all of their activities, the Director of Programs shall be an enthusiastic ambassador and administrative representative of SK Arts.

### ACCOUNTABILITY

The Director of Programs reports to the agency's Chief Executive Officer. The Director of Programs works collaboratively with SK Arts' management team and other SK Arts staff members.

This is a full-time, permanent position based in Regina. Intermittent travel, including possible travel outside of Saskatchewan, and occasional irregular hours are required. Although SK Arts is a unionized environment, the Director of Programs is an out-of-scope management role.

Conditions of employment include submission of a satisfactory Criminal Record Check.

## **KEY RESPONSIBILITIES**

### **Program Management**

- Establish key policies, strategies, and processes in the area of grant programs for SK Arts that reflect best practices nationally and internationally.
- Develop policies related to the delivery of grant programs, ensuring approval of any new policies by both the CEO and the Board of Directors.
- Develop and/or revise standard operating procedures for grants management, ensuring that these procedures comply with all legislative requirements, agency governance policies and guiding principles, and requirements of the Provincial Auditor, and ensure that these standard operating procedures are compiled and made available to all staff members at SK Arts.
- Ensure compliance, by all staff members involved in grants management including but not limited to program, administrative, and finance staff, with all standard operating procedures related to grants management.
- Provide advice and assistance to program staff, as required, to enable them to comply with all standard operating procedures related to grants management.
- Develop, implement, and evaluate, in collaboration with appropriate SK Arts staff members, special granting or other programs for SK Arts.
- Lead program team in ongoing review of all grant programs and processes in order to ensure that they reflect SK Arts mission, vision, and guiding principles.
- Lead development and implementation of plans for review, evaluation, and development of existing programs considering the regular schedule of such reviews, the Board's strategy, the agency's business plan, and budget allocations, and allocate appropriate staff resources to lead these reviews within the agency and community.
- Maintain primary oversight of grants management software, identifying issues with the database that manages records related to online grant applications, and consult with the agency's Information Technology Systems Administrator regarding resolution of those issues.
- Work with the agency's Information Technology Systems Administrator to develop strategic priorities and timelines for addressing issues in grants management software.
- Manage advisory processes, committees, and/or focus groups that solicit advice from artists, communities and the public about SK Arts programs and services.
- Ensure the completion of regular reporting regarding programs to the Board of Directors including, as required under SK Arts' governance policies, the plans for and results of all peer review panels for grants and a listing of organizations currently under Concerned Status or Fair Notice.
- Ensure that complete reports and statistical data are available for reports to external funding bodies, including but not limited to Creative Saskatchewan, Ministry of Education, SaskCulture, and other public arts funders, in a timely manner that fulfills the requirements of these partners.
- Assist the Director of Finance and other finance staff with requirements of the Provincial Auditor related to SK Arts' grants management processes and activities.

### **Research and Strategy**

- Maintain a comprehensive, current understanding of the arts eco-system provincially, nationally, and internationally and the changes that can affect SK Arts, artists, and arts organizations in the province.
- Identify changes in the arts eco-system such as emerging trends in relationships, changes in art practice and/or arts organizations' needs or structures, rising demands for funding for activities in the arts in new or remote communities, etc. and facilitate the work of the program team to enable

them to develop action plans and determine potential partners, programs, and budgets so the changes may be appropriately addressed.

- Maintain awareness of risks and changes in the external and internal environments that can or will affect SK Arts' programs, ensuring that the CEO and Board of Directors are kept aware of any risk, in order to plan and implement actions that will mitigate the risks.
- Work to develop the data available from SK Arts' grant programs, increasing the comprehensiveness and accuracy of this data and using this information to develop data-based decision-making models for the agency.
- Work with the CEO to contribute to and assist with the development of an annual business plan that observes the Board of Directors' strategy.
- Liaise with Indigenous governmental structures and ensure that SK Arts upholds its values related to maintaining respectful relations.
- Liaise with representatives from other marginalized communities (including but not limited to Peoples of Colour, d/Deaf and disability arts, LGBTQ2S+ peoples, and people living with chronic or long-term illness) and ensure that SK Arts upholds its values related to equity, diversity, inclusion, and access.
- Collaborate with colleagues across Canada and internationally to research, develop, and maintain policies that integrate operational and technical processes regarding the processing of grant applications.

### **Staff Supervision**

- Lead and develop an effective program team environment through direction and mentoring of staff.
- Ensure the agency is supported by appropriate program human resources necessary to achieve agency goals and initiatives.
- Provide direct supervision, leadership and management to Direct Report positions listed above, ensuring that their work supports SK Arts' objectives and is being completed in a manner that accords with any applicable Collective Bargaining Agreements, SK Arts' policies, and appropriate legislation.
- Oversee orientation and training of all new personnel in Direct Report positions listed above, ensuring that new staff members at SK Arts receive the necessary training to complete their assigned responsibilities and welcoming them to the agency in an open and helpful manner.
- Foster an open-door environment and undertake regular meetings with all Direct Report positions listed above, ensuring that staff members have appropriate resources to complete their responsibilities and helping with the creation, as requested or required, of their work or professional development plans.
- Evaluate staff performance and classification of staff positions as established in the Collective Bargaining Agreement.
- Work with other management team members to build and lead a collegial, cooperative work environment and culture in which the strengths of each team member are recognized, supported, and commended with focus on empowering teams, building relationships, and driving long-term organizational success.

### **Management Team Responsibilities**

- Represent the CEO and the agency, as required, when the CEO is unavailable:
  - as primary contact with the Ministry responsible for the arts;
  - in representations to the SK Arts Board of Directors;
  - in national and international networks like Canadian Public Arts Funders and Grantmakers in the Arts;
  - in consultations and meetings with representatives from the arts community; and/or

- with the media through print, video, television, or radio interviews as assigned.
- Work as a collaborative member of the management team, attending and contributing in a respectful manner at all team meetings.
- Collaborate with the CEO and management team in the development of annual operating and capital budgets, resource allocation planning, and decision making.
- Advise on and support decisions of the Board of Directors and the CEO that enable the fulfillment of SK Arts' mandate.
- Provide support for other management team members, including assistance with vacation coverage.
- Ensure that the work of all employees reflects SK Arts' mission, vision, and guiding principles.

## **KNOWLEDGE AND EXPERIENCE**

The key deliverables for the position require the following competencies and qualifications:

- Post secondary education in an arts discipline or in arts management supplemented by a minimum of eight years' experience working with the development and delivery of arts funding programs; arts research, policy development or strategic planning; a track record of success working with artists and arts organization; and proven ability to produce positive results within established timelines, to ensure achievement of performance targets, and to resolve problems and issues appropriately in a timely manner.
- Significant knowledge and skills in at least one arts discipline and an appreciation or knowledge of other arts disciplines.
- Extensive knowledge of the arts, artists, and arts organizations in Saskatchewan and awareness of the province's arts ecology.
- Experience with or a willingness to build Indigenous knowledge and recognize cultural differences in a respectful way, bringing together our Saskatchewan artist community.
- Experience with or a willingness to build relationships with other marginalized communities (including but not limited to Peoples of Colour, d/Deaf and disability arts, LGBTQ2S+ peoples, and people living with chronic or long-term illness) in a respectful way, bringing together our Saskatchewan artist community.
- Knowledge of the legislation governing the Saskatchewan Arts Board (SK Arts' legal entity), and the agency's strategic objectives, and current programs.
- In-depth understanding of the role of a Board of Directors, Board governance and Board/Management relationships.
- Knowledge of and experience with planning, developing, implementing, delivering, and evaluating arts funding projects and programs in the public and/or private sector and a firm understanding of their far-reaching impacts.
- Experience with both formative and summative evaluation processes, including experience with a variety of evaluation modalities.
- Experience in leading planning processes and the development of short- and long-term strategies.
- Proven abilities in discerning and analyzing issues, with decision-making capability and a proactive approach to problem solving.
- Conceptual and critical thinking and problem-solving skills to analyze information and risks and make decisions that align with strategic and business plan goals.
- Proven ability to conceptualize, develop, negotiate, implement, monitor, evaluate and adjust program and organizational strategies, policies, methods, and procedures.
- Proven ability to identify and assess relevant data, trends, and opportunities and to consider a variety of options and then determine and recommend or implement an appropriate action or strategy.

- Ability to work independently and collaboratively to plan and carry out assignments in an effective, organized and timely manner with excellent attention to detail, especially when planning and managing multiple jobs at once and during periods of heavy workload.
- Strong interpersonal and team- and relationship-building skills and well-developed communication skills (both verbally and in writing) with a variety of audiences, and the ability to be practical and calm, to listen, to accurately comprehend, to appropriately respond clearly and sensitively to diverse internal and external stakeholders in service of a healthy, collegial work environment.
- Experience handling confidential information with discretion.

### **Assets**

- Fluency in French (both oral and written) or the language of a Saskatchewan Indigenous group.
- Possession of a valid driver's license.