



# WOODLAND CULTURAL CENTRE

## Job Description

<b>Job title</b>	<i>Associate Director</i>
<b>Reports to</b>	<i>Executive Director</i>

### Job purpose

Reporting to the Executive Director, the Associate Director is responsible for successful implementation of the Woodland Cultural Centre's objectives and programs as outlined in Woodland's Strategic Plan. The individual will possess practical experience in organizational management, program implementation and donor relations. The Associate Director will work closely with the Executive Director in administering all day-to-day operational aspects of the Centre, including the implementation of its program policies, strategy and the development of systems and procedures for the effective implementation of its activities. The Associate Director will work within the policies and procedures established by the Woodland Cultural Centre.

### Duties and responsibilities

- Assist the Executive Director in the day-to-day operational and strategic management of the Centre.
- Support the development of the internal management policies and procedures.
- Work closely with the Departments in ensuring that expectations are met, and all Centre programs are run in coordination with these stakeholders.
- Support the logistics and organization of the Centre's meetings and engagements.
- Assist in coordinating outreach and marketing.
- Assist in managing the Centre's budget and reporting.
- Assist in identifying potential funders and coordinate potential meetings as necessary.
- Coordinate with the Executive Director in ensuring that the submission of new proposals and funding applications are implemented in conjunction with the strategic and fundraising plans.
- Support the process of identifying new partnerships and development of grants and funding applications.
- Serve as the supplementary contact for issues related to the Centre.

### Qualifications

- An undergraduate degree in public administration, arts administration, cultural management and business administration is required with three or more years' experience in a management capacity.
- Familiarity with arts and culture as well as not-for-profit sector.
- Demonstrated ability to effectively work with a diversity of stakeholders.
- Ability to develop and implement community collaborations.
- Leadership skills to foster a diverse and inclusive environment.
- Analytical and interpretative skills are required. Ability to synthesize information from a wide variety of sources. Ability to conceptualize creative plans and workable solutions for dealing with an array of management problems.
- Excellent communication (both verbal and written) and interpersonal skills.
- Knowledge of Microsoft Office, iCloud, web-page, and social media applications.
- Must pass a police record check.
- Have a valid driver's license and reliable transportation and proof of insurance

**Working conditions**

- This position requires moderate physical effort.
- This position requires moderate visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

**Direct reports**

Executive Director

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<b>Approved by:</b>	<i>Janis Monture, Executive Director</i>
<b>Date approved:</b>	<i>2021-11-12</i>
<b>Reviewed:</b>	