

QUARTIER ÉPHÉMÈRE, VISUAL ARTS CENTRE

www.fonderiedarling.org/en

JOB POSTING ADMINISTRATIVE DIRECTOR

Quartier Éphémère supports the creation, production, and dissemination of contemporary art by providing international and local artists with studios and exhibition spaces as well as artistic support. Part of the organization's mandate is to redevelop and transform urban brownfields into integrated places that revitalize the city and enrich the social fabric. Focused on research and experimentation, Quartier Éphémère develops a wide range of tools for making art accessible to a broader public. The charitable non-profit organization manages the Darling Foundry, which occupies 3,500 m² in Old Montreal and has two exhibition spaces, nine studios for Montreal artists, four international residencies, production studios, and Place Publique, a public space in front of the building that offers special events.

The organization is seeking a dynamic and flexible individual to assume the position of Administrative Director. The position will offer support to the Artistic Director and liaise with the Board of Directors regarding management decisions, operations, and seeking funding.

REQUIREMENTS

Degree in Business Administration
Fluent in French and English
Minimum three years of experience in a similar position
Extensive knowledge of non-profit organizations and strong interest in the visual arts
Fundraising experience
Strong entrepreneurial and leadership qualities

Permanent full-time position

Salary: based on experience **Starting date:** Fall 2019

Please send your CV and letter of intent by email by September 20, 2019, attention William Pluviose, Interim Administrative Director: william@fonderiedarling.org

The main responsibilities of the Administrative Director are as follows:

Managing Budgets:

- Planning and managing annual budgets, preparing interim reports
- In cooperation with auditors, preparing financial statements and presenting them to the Board of Directors and at the AGM
- Preparing reports for different levels of government (federal, provincial, and municipal) as a charitable organization and a non-profit organization
- Managing sales taxes
- Managing accounts payable and accounts receivable
- Monitoring bookkeeping with an external accountant

Developing Revenue:

- Writing funding applications and final reports
- Developing own-source revenue through commercial rentals, donations, sponsorships, memberships, bar sales, and other means
- Drawing up and monitoring contracts with different partners

Managing Human Resources:

- Scheduling and supervising human resources
- Hiring staff
- Managing payroll

Governance:

- Proposing new members to the Board of Directors
- Coordinating board meetings, the annual meeting of governing members, and the AGM
- Presenting financial reports and taking minutes of meetings
- Overseeing and developing membership
- Preparing the annual activity report

Managing the Premises

- Managing the building: insurance, fire codes, building code, functioning of the office, etc.
- Managing contractual agreements with occupants: tenants, artists in residence, etc.

Managing development projects:

- Permanent Place Publique: obtaining permits, ensuring compliance with the regulations, determining an operating budget, etc.
- Le Rail project (artist studios and educational platform): implementing the project in accordance with the business plan developed by the organization
- Acquisition and renovation of the Darling Foundry: monitoring grant applications, managing the budget, liaising with stakeholders (project manager, architects, engineers, contractors), etc.
- Tourism signage (blue signs): obtaining permits, monitoring installation, etc.

As well as other related tasks that may become pertinent during the mandate.