

We're Recruiting For...

Director of Arts Education and Heritage

The Director of Arts Education and Heritage is responsible for the leadership and successful delivery of arts education and heritage programs at Confederation Centre of the Arts. As a member of the Senior Management Team reporting to the CEO, the Director manages existing arts and heritage education programs at the Centre, including Dance Umbrella, Arts Discovery Days, Choral Music and Brass Programs, Summer Camps, the Symons Medal Lecture, and Heritage tours. The Director is also responsible for the strategic growth and development of new education programs in support of the Centre's mandate and identity as a national historic site. This includes the establishment of professional training/mentorship programs for cultural industry professionals, artist-in-residence programs delivered in collaboration with other departments at the Centre, and heritage programs related to the identity of the Centre as a monument to Canadian Confederation.

Responsibilities of the Director of Arts Education and Heritage include, but are not limited to:

- Preparing and managing budgets for all projects within the Arts Education and Heritage department;
- Leading a multi-disciplinary team consisting of employees, independent contractors, and volunteers;
- Advocating internally for the advancement of the Arts Education and Heritage programs within the framework of a non-profit, multi-departmental organization;
- Managing staff recruitment (in collaboration with the HR and Marketing Departments as needed), supervision, and performance management;
- Liaising with the PEI Department of Education, ArtsSmarts, regional schools, UPEI and Holland College, and other community stakeholders;
- Maintaining relationships with related external organizations in Arts Education and Heritage (such as involvement on volunteer Boards, Committees, etc.);
- Collaborating with all of the Centre's departments in the delivery of Arts Education and Heritage programming and development;
- Completing other duties as required to support the strategic priorities of the Arts Education and Heritage Department, the Fathers of Confederation Buildings Trust, and the Office of the CEO.

The ideal Candidate will have the following qualifications:

- Advanced level of knowledge in at least one (1) of the primary areas of the Arts Education programming (theatre arts, dance, visual arts, music, heritage)
- Exceptional planning skills for drafting and implementing complex schedules;
- Strong leadership and administrative skills including management of finances and HR as pertains to arts education and heritage;
- 10 years or more of progressive experience leading to a leadership role;
- Bachelor's Degree with significant relevant course work or experience in a related field;



- Advanced level of proficiency with the English language for speaking, reading, writing, and comprehension in a professional setting;
- Experience working in a creative environment;
- Demonstrated entrepreneurial approach to leadership and program development
- Experience teaching and delivering educational programming in a variety of settings;
- Experience leading large numbers and/or groups of people;
- Demonstrated leadership, organizational, and problem-solving skills.
- Experience supporting the priorities of inclusion, equity, representation, and anti-racism
- Ability to work flexible hours when required;
- High degree of professionalism and ability to maintain confidence;
- Strong problem-solving skills and ability to think critically and thrive under pressure;
- Strong time management skills and the ability to manage multiple priorities and delegate effectively;
- Strong research skills for curriculum development and ensuring that programs reflects industry best practices;
- A deep appreciation for the intrinsic and societal values of the Arts and the ability to derive high levels of satisfaction from the intrinsic rewards of the role and programs; and
- Ability to work autonomously with high level of internal motivation and passion for the Arts.

These additional qualifications would be considered an asset:

- Experience in other art forms beyond the primary field of expertise;
- Knowledge of Canadian history and heritage including Confederation
- Post-graduate or Conservatory education in a related field; and
- Bilingualism (French/English).

How To Apply

By email to the attention of Jodi Zver, Chief Financial Officer at careers@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at **145 Richmond Street** in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse and inclusive workplace. We encourage applications from BIPOC communities, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

In accordance with CCOA's COVID-19 Vaccination Policy, all Employees, Contractors and Volunteers are required to be fully vaccinated with a COVID-19 vaccination series. As a condition of hire, new staff will be required to submit proof of vaccination prior to commencing employment.

Closing Date: 12pm Noon Friday, January 14, 2022