

Station Arts Centre - Job Description

Job title	<i>Director of Operations</i>
Reports to	<i>Board of Directors – Station Arts Centre</i>

Job purpose

Reporting to the Board of Directors and serving as a member of the Management Team along with the Programming Director, the Director of Operations will oversee the operational management of the Station Arts Centre.

Duties and responsibilities

- Monitor cash flow and manage day-to-day processing of accounts receivable and payable using SAGE Simply Accounting, producing reports as requested.
- Reconcile monthly activity, generating year-end reports, and fulfill tax related requirements.
- Manage payroll, including tabulation of accrued employee benefits, remittance to Canada Revenue Agency and Canadian Actors Equity Association as required.
- Work with the Board of Directors to create an annual organizational budget.
- Disburse cheques for the organization's expenses.
- Build relationships with donors and sponsors for fundraising.
- Manage grant applications and grant contracts.
- Work with the Director of Programming to develop the Station's programming budget.
- Organize fiscal documents.
- Oversee financial and managerial reporting.
- Update point-of-sale equipment as needed for changing programs.
- Prepare for annual audit.
- Prepare long range financial planning.

- Oversee maintenance of equipment, building and grounds, arranging for the remediation of needs that arise.
- Assist with delivery of artistic programming.
- Work with volunteers and Director of Programming to manage organization website.
- Manage gift shop inventory, research and order products for resale, and manage consignment accounts.
- Hire and train summer students.
- Cultivate and maintain cooperative relationships with the Town of Rosthern, the Rural Municipality, and the broader Saskatchewan Valley community.

Qualifications

- Strong background and work experience in Finance.
- Budget development and oversight experience.
- Commitment to advancing the arts and the mission of the Station Arts Centre.
- Excellent interpersonal skills and a collaborative management style.
- Excellent communication skills both verbal and written.
- Excels at operating in a fast paced, community environment.
- Collaborative work style and commitment to get the job done.
- Delegate responsibilities effectively.
- Computer proficiency in Excel and Word.

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- Bookkeeping experience preferred.
- Website management experience an asset.

Working conditions

Occasional evening and weekend shifts, working with the public, working with volunteers, working with a co-Director.

Physical requirements

No physical requirements – computer based office job. Use of stairs to access office.