

The Fort St. John Community Arts Council is seeking a full time Executive Director.



The role of this position will include the following duties:

- Manage the day-to-day operations of the Arts Council office
 - Regular office hours from 9 am and 3 pm, with some flexibility
 - Attendance at some events and meetings during evenings and weekends
 - Occasional opportunities for remote work
- Represent the organization and act as an ambassador at public events, advocating for the arts and promoting the organization's programs and services
- Oversee organizational operations to ensure efficiency, effectiveness, and alignment with strategic goals.
- Coordinate and organize projects and programs.
- Assist the Arts Council with promotion, public relations and outreach
- Manage website, social media, networking, advertising
- Foster active connections and collaborations with community groups and artists
- Provide support to member non-profit groups in some administrative functions, such as class registrations and grant applications
- Secure funding through diverse strategies, including grant writing, fundraising campaigns, and event management
- Solicit and manage donations and sponsorships
- Coordinate efforts to fundraise and develop opportunities to build or acquire a building for the purpose of an arts and creative hub

The successful candidate will have:

- Strong administrative and organizational skills
- Excellent networking and interpersonal communications skills
- Ability to lead fundraising efforts and manage finances to ensure organizational sustainability
- Experience in the non-profit sector or a comparable management role
- A previous connection with the arts would be an asset
- A combination of relevant education and professional experience is preferred

Salary: \$25 to \$30 per hour, depending on experience and qualifications

The start date for this position will be at the earliest March 2, 2026.

Please email resume to Fort St. John Community Arts Council at info@fsjarts.org

The closing date for applications for this position will be **December 31, 2025**.

The FSJ Arts Council thanks all applicants in advance; however, only those candidates selected for an interview will be contacted.

"The Arts Council is committed to fostering an inclusive and diverse environment. We welcome applications from individuals of all backgrounds, identities, and experiences. We believe that diversity strengthens our organization and enriches the arts community we serve."