

## **Position Profile**

### **The Context**

The Art Gallery of Windsor (AGW) showcases contemporary art in a city that has one of Canada's most ethnically diverse populations. The AGW strives to make its facilities accessible to as many groups as possible and strongly promotes art as a "shared experience." It is a chartered, non-profit, educational organization operating for the benefit of the public, and is supported by its members, donors, and sponsors, the City of Windsor, The Canada Council for the Arts, the Department of Canadian Heritage, and the Ontario Arts Council.

The AGW, founded in 1943, is located on the waterfront site of Riverside Drive overlooking the Detroit River. The award winning 71,000 square-foot facility plays an important role in the downtown central business district and wider municipality, by providing individuals and families with opportunities to participate in a variety of art activities. The expansion of programs such as Fridays Live! have strengthened the AGW's reputation as a venue for enjoying significant contemporary art exhibitions, and offering occasion to listen to public lectures and live performances. The AGW works with 69 schools throughout the county and 10 major sponsors in providing arts education. Approximately 5,000 children enjoy gallery tours each year, and over 200 participate in workshops and extra-curricular arts programs. The AGW also works closely with faculty and students from the University of Windsor and St. Clair College.

The Gallery's collection is made up of over 3,000 works, including paintings, drawings, prints, photographs, sculptures, illustrations, and videos. All works are relevant to Canadian cultural heritage, and cover the period from about 1750 through to the present. The collection is particularly strong in late 19th-century Canadian painting, and in works of early 20th-century Canadian modernism. The AGW presents a comprehensive installation of its own collection through a series of changing exhibitions, as well as, facilitating touring exhibitions.

With a staff complement of 28, and a strong team of dedicated volunteers, the AGW in 2009 had revenues totaling approximately 1.8 million dollars. As with most galleries, there have been challenges facing the AGW as a result of the shifts in the financial market. The AGW has been seeking ways of increasing its membership, and generating new sources of income, sponsorships, and donations.

### **The Community**

The multi-ethnic city of Windsor is a short commute from the city of Detroit and the region's two institutions of higher education. The world's busiest inland waterway, the Detroit River, separates the regional population of 323,000 from an urban metropolitan area of more than four million people. The only Canadian city situated south of the United States, Windsor boasts a temperate climate with the longest growing season in Canada. Nicknamed, "the Rose City," Windsor has magnificent riverfront gardens, and over 3,000 acres of public parks and 64 kilometers of trails. The region contains some

of Canada's best agricultural lands – including nationally recognized vineyards and wineries – and is rich in tourism, heritage, and cultural and recreational resources. Extensive shores on the Great Lakes system provide ample opportunity for water activities. The cost of living in Windsor is very reasonable. The city has a multitude of safe neighborhoods, from denser urbanized areas to quieter suburban communities, with a wide variety of affordably priced housing.

## **The Position**

The Director of the AGW will report, through the Executive Committee, to a 14-member Board of Directors, and will directly oversee the senior management team and administrative support staff. With an overall mission to advance the Gallery's relevancy within the diverse and growing community of Windsor, and to ensure the effective management of the Gallery, the Director will have responsibility for development of Gallery strategy and plans to achieve the objectives agreed upon. The Director's mandate will include activities such as:

- Working with stakeholders to organize high quality exhibitions, develop collection enhancement programs, and ensure the continued excellence of AGW activities and publications;
- Working with local educational groups to encourage art appreciation, Gallery attendance, and building capacity in the AGW's outreach to the community;
- Assisting in the development of public programmes, lectures/presentations, and other educational events in collaboration with the curatorial staff and regional postsecondary institutions;
- External relations responsibilities including: advising the Board on matters related to the Gallery's image in the community; working with the Director of Development in developing the overall marketing and public relations approach for the Gallery and ensuring implementation; serving as the AGW's official spokesperson, handling all media communications, and liaising with the different levels of government, funding agencies, other art galleries, artistic associations, postsecondary institutions, and artists;
- Developing strategic and long term plans for the AGW through appropriate consultation processes; implementation of plans including the setting of performance criteria for programmes and operations of the Gallery and for human resources with the budget of the Gallery; preparation and presentation of regular evaluation reports on outcomes;
- Working with the Controller in the financial management responsibilities of the Gallery; setting financial priorities; overseeing the preparation of budget and finance related presentations for the Board; maintaining financial control, ensuring sound accounting practices; managing capital (in accordance with approved Board policy); and ensuring the appropriate management of funds held in trust;
- Researching, writing, and coordinating operational, special project, and employment grant applications (governmental, foundational, corporate, and private);

- Working with the Director of Development in leading the development of annual fund-raising programs for approval by the Board, communicating between the Gallery and its donors and fund-raising groups, and developing Board presentations to enhance private contributions, gallery membership, and attendance at potentially revenue-generating events;
- Acting in an advisory capacity at Board meetings, preparing documentation (including financial and performance evaluation reports) for the information of the Board and the Gallery's management, ensuring the Board has sufficient and timely information to permit it to fully discuss potential issues and to make decisions;
- Developing and updating a Board member orientation program and ongoing Board development activities; participating in the development of Board policies, long-range plans, and specific objectives; assisting with Board committees;
- Leading in the development of volunteer opportunities, and ensuring the effective recruitment and training of volunteers;
- Human resources-related functions, including hiring, the interpretation of Board policy to staff, goal-setting, performance appraisals, communication, and the preparation of a salary and benefits budget for the Board;
- Ensuring that the Gallery is managed in accordance with legal requirements and within its constitution and bylaws;
- Conducting facilities assessments and ensuring that appropriate standards of maintenance are upheld;

### **The Candidate Requirements**

The Search Committee is aware that no single candidate is likely to demonstrate all of the following characteristics in equal measure. Nonetheless, the Director of the AGW is expected to be a cultural leader who possesses, in addition to a high level of personal and professional integrity, the following professional background and personal qualities:

- A minimum of a Bachelor's degree in a discipline relevant to visual arts and arts management;
- Several years' experience in management positions of increasing seniority within private and/or public organizations;
- A solid knowledge of, interest in, and experience with Canadian and international contemporary art, with a minimum of 5 years curatorial practice;
- A commitment to educating through the arts and a history of developing relationships between artists and their broader communities;
- Experience in cultural management and developing audiences for galleries in response to the needs of diverse communities;

- Strong experience in fund development and budget management, developing financial forecasts, marketing, and meeting fundraising targets in a non-profit environment;
- Familiarity with the procedures of granting councils and funding agencies, and a proven track record of successful grant writing;
- Strong public relations skills and competency in verbal and written communication;
- Excellent interpersonal skills and a track record of successful leadership, including the ability to initiate ideas, motivate others, delegate effectively, and manage conflict;
- Administrative experience supervising full and part-time staff and working with volunteers.

The Art Gallery of Windsor is an equal opportunity employer that offers a competitive salary and benefits. In accordance with Canadian immigration regulations, Canadians and permanent residents will be given priority.

Consideration of candidates will begin March 2, 2010.

All inquiries regarding this position will be treated in strict confidence. Interested candidates should review the Position Profile online at <[mail.agw.ca/director/profile.pdf](mailto:mail.agw.ca/director/profile.pdf)> and submit a detailed letter of application and current resume electronically to:

Dr. Veronika Mogyorody, President, Art Gallery of Windsor  
Email: [mogy@agw.ca](mailto:mogy@agw.ca)  
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For further information about the gallery visit [www.agw.ca](http://www.agw.ca).