

PHOTO, MEDIA AND DIGITAL ART

Prefix Institute of Contemporary Art

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Job Posting: Director, Prefix Institute of Contemporary Art

Prefix Institute of Contemporary Art ("Prefix ICA") is seeking applications for the new, full-time position of Director.

Founded in 1999 and based in Toronto, Prefix ICA is a public art gallery that fosters the appreciation and understanding of contemporary photographic, media and digital arts. Registered as a charitable organization and structured as an institute of contemporary art, education is foregrounded. As such, Prefix ICA's exhibitions programme, with its ancillary activities, is complemented by the publication of a contemporary art magazine (*Prefix Photo*) and the presentation of an international lecture series (the Urban Field Speakers Series) – two unique programmes which serve as the gallery's distinguishing features. With a facility in the heart of Toronto's arts community at 401 Richmond West, Prefix ICA provides its staff with the opportunity to participate in an exciting, evolving organization in a dynamic arts environment. Prefix ICA stands as the only public art gallery – dedicated to contemporary art, independent of any partner, university or other corporate affiliation – in downtown Toronto.

Prefix ICA is currently recruiting a mature, experienced and motivated individual to assume the vital role of Director. Fulfilling the key staff leadership position within the gallery, the Director is responsible for conducting and supervising the artistic, financial and administrative operations of the gallery. Ensuring that the gallery realizes its strategic priorities, the Director works with the artistic director, supervises managerial staff, and reports to the Board of Directors. The Director has the opportunity to make a valuable contribution to the contemporary arts ecology – locally, nationally and internationally – while gaining an exceptional opportunity for professional growth and development.

Key Responsibilities:

Governance Support: Meet with and report to the board of directors on all relevant matters, including artistic, financial and legal. Work with the board of directors to ensure that strategic priorities are met and policies and procedures are adhered to, including those related to diversity

Leadership in the Arts: Responsible for the overall directorship of the gallery, with proven ability to engage diverse stakeholders in achieving a broad vision

Financial Management: Direct and oversee all financial matters, including budgeting, auditing and accounting, public and private-sector fundraising, and insurance and risk management

Human Resources: Direct and oversee human-resources management, including supervising managerial staff, conducting performance reviews, and engaging in recruitment, retention and termination

Business Development: Initiate, plan and manage all business- and fund-development activities, including sponsorships, partnerships, donations and sales (advertising, subscriptions and admissions). Supervise and strategize for the international sale and distribution of *Prefix Photo* magazine

Communications and Promotions: Develop a comprehensive communications strategy, including digital communications. Review and sign-off on all aspects of public communications

Artistic Programming: Supervise the administration, coordination and promotion of all artistic programmes, including exhibitions, publications and public programmes

Education and Experience Requirements:

Education: University degree in field(s) relevant to the duties of the position, including fine arts, arts administration, business administration, museums studies, communications studies or other related fields

Work experience: Arts or business administration, business development, or marketing and promotion (8–10 years); Contemporary art gallery (5–8 years); Editing and/or publishing (5–8 years)

Skills:

- Moderate computer skills for a MAC environment
- Advanced planning and organizational skills
- Excellent verbal and written communication skills, including public speaking
- Well developed information-gathering and report-writing skills
- Capacity to be self-directed and also to work co-operatively with others in an open-concept office environment
- Ability to represent Prefix ICA within the sector
- Ability to develop productive working relationships with customers and suppliers
- Discretion, capacity to maintain confidentiality

Knowledge:

- Financial- and administrative-system design and management
- Marketing and sales strategies and techniques
- Contemporary Canadian and international art, including photographic, media and digital art
- Periodical publishing environments, including print and digital

Languages:

- Fluency in English
- Fluency in French, an asset

The Director is a full-time permanent employee. The position requires 35 hours per week, with occasional evenings. The salary is commensurate with experience, with professional development opportunities.

Please e-mail your cover letter and résumé, with the subject heading “To the Search Committee,” to info@prefix.ca at Prefix Institute of Contemporary Art, 401 Richmond Street West, Suite 124, Toronto, Ontario, Canada, M5V 3A8. No queries, please.

Deadline: November 20, 2017, at 12:00 PM EST

Start date: January 15, 2018

Prefix ICA is committed to equity and values diversity. The gallery encourages applications from culturally diverse, Indigenous, francophone, LGBTQ- and disability-identified candidates. Prefix ICA thanks all applicants for their interest; however, only those selected for an interview will be contacted.