

Position Profile: Executive Director

Arts On is the creative heartbeat of Maple Ridge and Pitt Meadows, connecting people with art, creativity, and culture in ways that spark conversation and shared experiences. From performances to exhibitions, the organization celebrates diverse voices and fosters community engagement.

Arts On began as The Maple Ridge and Pitt Meadows Arts Council and rebranded recently to **Arts On Maple Ridge-Pitt Meadows** (Arts On) and is one of the oldest Arts Councils in British Columbia. Established in 1971, Arts On has had a decades long impact on arts and culture in Maple Ridge and Pitt Meadows. During the past twenty years its primary focus has been the operation of The ACT Arts Centre and Theatre. Recently the City of Maple Ridge has taken direct responsibility for The ACT which has given Arts On an opportunity to reimagine its role becoming more community based and focused on:

- Supporting Artists and local Arts Organizations
- Providing citizens and visitors with meaningful opportunities to be exposed to and inspired by all forms of artistic expression; and
- Contributing positively to the local economy

Arts On is currently offering and planning a variety of programs and presentations for all ages throughout the community. While the majority of patrons are local, Arts On attracts participation and audiences from elsewhere in Metro Vancouver and the Fraser Valley. While primarily focused on serving the citizens of Maple Ridge and Pitt Meadows, the organization is exploring the potential for greater collaboration with other regional arts organizations to expand its reach and audience.

Arts On now seeks a new Executive Director to shape its future in a time of transition. This is an exciting role for an innovative and entrepreneurial leader to:

- shape the future of an established organization at a pivotal moment of renewal,
- build and grow strategic partnerships in the local arts community
- work with the board and staff to finalize and operationalize new transitional and strategic plans

This is an ideal role for an ambitious arts leader keen to make their mark in a dynamic and exciting environment.

Information for Candidates

Compensation & Benefits

The Executive Director can expect a salary range between \$85,000 to \$95,000 annually, commensurate with applicable training and experience.

Benefits include extended health benefits, RRSP contribution match, and four weeks' vacation.

Work Environment

This role requires flexible hours of work with some evening and weekend work as needed. Equivalent time off is offered to compensate for hours worked beyond regular hours. Intermittent work from home is negotiable.

Application Process

Arts On is partnering with The Discovery Group in support of this important hire.

Please apply with a cv/resumé and cover letter – in the same document, please to Christoph Clodius at christoph@thediscoverygroup.ca or Laura Heikkila at laura@thediscoverygroup.ca.

Applications are requested by April 7, 2026.

Diversity & Equity

The Maple Ridge and Pitt Meadows Arts Council and Arts On are committed to upholding the values of equity, diversity, and inclusion in our performing, learning, volunteering and work environments. We welcome applicants who will work respectfully and constructively with differences among a broad spectrum of employees and members of the community.



About the ED Role

Arts On is seeking a creative, entrepreneurial and energetic leader to serve as its next Executive Director (ED). Reporting to the Board of Directors, the ED will work with a small and highly focused staff team with programming, marketing and financial expertise, and consultants as needed.

The ED will work collaboratively with staff and the Board to fine-tune and implement strategic plans for the organization, guiding Arts On as it takes full advantage of the current opportunity for renewal.

The Executive Director will lead a team of Managers of Finance, Programming and Marketing, and several instructors and volunteers.

The ED is the artistic and management team leader, committed to new and innovative ideas, programs and services, and, as a leader in the arts community, will have a strong desire to engage with others, identifying and developing strategic partnerships with arts groups, school boards, and other key constituents.

The ideal candidate will build public and private sector support, working with the Arts On team to maximize earned and contributed revenue while meeting the local needs Arts On is in the best position to address.

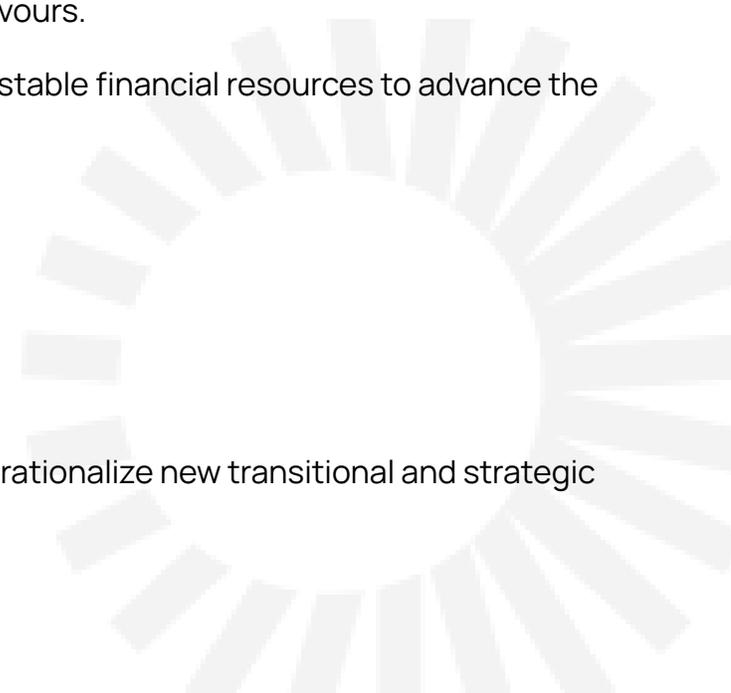
This is an exciting and unique opportunity for a creative professional who can bring the Arts On vision to life, using all the human and fiscal resources of the organization alongside their own experience and passion for a wide range of artistic endeavours.

The ED will exercise prudent fiscal management of our stable financial resources to advance the organization's goals and chart a sustainable future.

Duties and Responsibilities

Leadership and Programming

- Work with the Board and staff to finalize and operationalize new transitional and strategic plans.



- Provide visionary and creative leadership for all programming initiatives.
- Develop and deliver distinctive and high-quality creative offerings that ensure a strong artistic identity and excite a broad range of participants and audiences
- Ensure organized delivery of the Excellence in Arts annual scholarship program and the Arts Partner grant and sponsorship program.

Community Relationships and Partnerships

- Maintain and develop a positive and productive relationship with School District 42 to implement sustainable and practical programs and outreach
- Explore collaborative relationships with both the Maple Ridge and Pitt Meadows Parks, Recreation and Culture Departments in the delivery of arts-related services to enrich the variety and depth of opportunities available to residents, avoid duplication and ensure the greatest possible benefit to citizens from the use of Arts On and Municipal resources.
- Leverage relationships and resources to advance initiatives that strengthen community engagement in and appreciation for the arts, while maintaining strong partnerships with community organizations.
- Advocate for the arts and Arts On at the municipal, regional, provincial and national level to ensure the organization achieves and maintains a positive community profile.
- Maintain regular communication and positive working relationships with community partners
- Participating in community initiatives that would benefit from representation from the Arts On to the extent that resources permit
- Acting as a convener with respect to local arts groups bringing them together to explore potential collaboration and gaps in service.

Financial Management and Fund Development

- Oversee the development of the annual operating budget, fund development, and the organization's financial operations
- Ensure the organization's significant operating reserves adhere to the Board's Operating Reserve Investment Policies and that policies are reviewed annually and updated as required with the board and investment advisor(s)
- Ensure fiscal responsibility, accurate financial reporting, forecasting, and cash flow

- Serve as the chief fundraising officer seeking support from individuals, granting entities, foundations and sponsors
- Develop grant applications and maintain positive, collaborative relationships with granting authorities.
- Cultivate and grow key relationships with existing funding partners (e.g. the BC Arts Council and Canada Council),
- Develop new relationships and identify alternative funding opportunities
- Develop and deliver attractive and successful funding programs
- Oversee procurement contracts, insurance policies and leases entered into by Arts On.

Human Resources Management

- Ensure the organization is effectively and efficiently structured and staffed with clear lines of authority and communication
- Lead continuous improvement and team building to maintain an effective and rewarding organizational culture
- Foster strong internal communications, engage the Arts On team in critical planning processes, and adapt plans and practices to address emerging priorities.
- Lead the development and implementation of human resources practices and policies, including performance management, coaching, and mentoring.
- Ensure recruitment, compensation, benefits, and employment practices comply with all legislated requirements and standards.

Board Relations and Governance

- Develop and communicate key agenda items (in concert with the board Chair) to be addressed with the board of directors at regular monthly and special board meetings, including the Annual General Meeting
- Develop the multi-year strategic plan and goals for the organization in collaboration with the Board of Directors, key staff and partners, alongside an annual work plan prepared by staff to indicate implementation priorities for the coming year.
- Support the Board in its recruitment and onboarding of new Board members
- Support Committees of the Board in developing and implementing their respective goals and objectives

- Support the Board Chair, ensuring the organization is adhering to its constitution, bylaws and policies
- Participate in an Annual ED performance planning and feedback process with the Board

Communications

- Oversee the development and implementation of an annual communications plan
- Provide critical Arts On information on a timely basis to patrons, donors, partners, etc.

Qualifications

Description of Desired Personal Strengths

- Passion for the Arts On mission and vision, and a commitment to positively impact the organization's long-term success, supporting artists and local arts organizations, and ensuring the citizens of Maple Ridge and Pitt Meadows have a wide variety of opportunities to experience and be inspired by all forms of artistic expression.
- Entrepreneurial; proactive; dynamic; and self-motivated leadership skills.
- Detail, people, and team orientation.
- Exceptional artistic, management, team building, social and verbal communication skills and value frequent interaction and collaboration with others.
- The drive to actively pursue Arts On goals with creativity and determination.
- A commitment to accountability and a strong desire to exceed expectations.
- A highly organized strategic approach along with the ability to shape and maintain a high-functioning team.

Key Traits and Characteristics sought in the ED include:

- Leadership: The ED has the ability to inspire and work with the entire Arts On Team to develop a shared vision, sense of purpose and direction.
- Teamwork and Interpersonal Skills: The ED embraces the notion of cooperating and collaborating with others to meet objectives and has the ability to effectively communicate to build rapport while relating to many different people.
- Decision-Making and Resiliency: The ED consistently and thoroughly analyzes all aspects of any unexpected situation to make sound and timely decisions that surface during the

process of addressing challenges.

- Creativity & Innovation: The ED demonstrates and encourages innovative approaches, programming, processes, technologies and/or systems to achieve desired results.
- Flexibility, Time and Priority Management: The ED demonstrates the ability to prioritize and the drive to complete tasks, delivering desired outcomes within allotted time frames while readily adapting to change.
- Organizational sustainability: The ED has a clear appreciation of the operational practices and priorities necessary to ensure the organization's fiscal and strategic success and sustainability.

Required Knowledge, Certifications and Experience

- A bachelor's degree or higher in the arts or a related field, or an equivalent combination of training and experience.
- At least three years of progressive experience with increasing responsibility in leadership roles in an arts-based organization.
- Prior knowledge of Maple Ridge and Pitt Meadows will be considered an asset.

