



Pemberton Arts Council

Executive Director Job Description

The Pemberton Arts Council (PAC) Executive Director (ED) is a dynamic champion for the arts, driving the organization's vision and amplifying arts and culture throughout Pemberton, British Columbia. The ED brings bold creativity, strong leadership, and a collaborative community spirit to propel PAC's strategic direction and expand its impact across the region.

The ED reports to the PAC Board of Directors, working collaboratively with them to develop and deliver the creative, strategic and operational initiatives of the organization.

The Executive Director works an average of 16 hours per week, with hours flexing to meet the needs of programs and activities throughout the year. The ED works primarily remotely and provides their own computer, phone, and workspace. The ED is required onsite for all events and program delivery unless coverage is unnecessary or has been delegated.

Position: Executive Director

Reporting to: Pemberton Arts Council Board of Directors

Term: 12-month contract with the possibility of extension. This is a contract position with no employee benefits, tax deductions, or contributions.

Hours: Average 16 hours a week

Location: Pemberton, British Columbia

Wage: \$30 / hour

Leadership & Management:

- In Q1 works with the PAC Board to set annual priorities for programming delivery and develop a 1 year plan to achieve the goals
- Actively engages and elevates community partners, volunteers, board members, and funders
- Manages staff resources, financial resources and community resources to deliver programs and services
- Provides supervision, guidance, and direction to the Program Coordinator
- Leads, coaches and develops PAC's volunteers
- Manages Pemberton Arts Council assets
- Creates & manages the program and annual operating budgets

Fundraising & Communications:

- In Q1 works with the PAC Board to set annual fundraising and community engagement goals and develop a 1-year plan to achieve the goals
- Provides professional and timely communications through email, the website, in person, and in all other forms of communication with all contacts
- Works with the Finance and Fundraising Committees and Grant Writer to expand revenue generating and fundraising activities to support existing program operations and ongoing program development
- Strengthens and supports all aspects of communications, marketing and brand reputation
- Manages the relationship with the Squamish Lillooet Regional District (SLRD) and the Village of Pemberton (VOP) to maintain current levels of funding and support while exploring new opportunities with these relationships
- Secures new sponsorship opportunities with a goal of creating new single year and multi-year partnerships



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Planning & New Business:

- In collaboration with the board, creates an annual plan that will continue to support arts in Pemberton and will drive the PAC mission
- Builds local and regional partnerships that promote the mandate of PAC and the success of local artists
- Enhances existing programs and events, and supports the creation of new programs and events with the goal of promoting arts and culture in the Pemberton Valley

Administration & Reporting:

- Reports to the board in a timely manner to manage any financial, program, or partnership matters requiring adjustments or attention
- Provides a comprehensive ED Summary/Report at each of the 10 board meetings annually
- Interim and final reporting for the PDIF funding
- Maintains up-to-date bookkeeping
- Responds in an accurate and timely manner to the Treasurer and accounting firm on matters of bookkeeping and accounting to facilitate accurate and up-to-date financial recording

Qualifications:

- Demonstrated experience in leadership, project coordination, or community-based work — whether in arts, culture, non-profits, small business, or other relevant sectors.
- Ability to build strong relationships with diverse community members, partners, and stakeholders.
- Strong communication skills, including the ability to write clearly, speak confidently, and represent the organization in public settings.
- Experience managing budgets, grants, or financial processes, with support available for candidates who are still developing these skills.
- Comfortable working independently, setting priorities, and adapting to changing needs throughout the year.
- Commitment to equity, accessibility, and inclusive community engagement.
- Ability to plan and deliver events and programs, including occasional on-site work.
- Familiarity with digital tools for communication, administration, and remote work.
- A passion for the arts and for strengthening creative opportunities in the Pemberton community.
- Ability to work a flexible schedule including weekends, evenings, and occasional travel.

Applicants are invited to email their resume and cover letter to pembertonartscouncil@gmail.com. All applicants must be legally permitted to work in Canada.

Applicants are encouraged to apply as soon as possible as applications will be reviewed on an ongoing basis. The posting will remain open until the position is filled.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.