

Job Offer: HR Specialist, Member of the Board of Directors

April 2021

Nominations Committee

Visual Arts Centre

Job Offer: HR Specialist, Member of the Board of Directors

Type: Part-time, Volunteer

Mandate: 1 year, renewable mandate beginning in June 2021

The Visual Arts Centre (VAC) is a dynamic art school in Montreal, a contemporary gallery, and an outreach art education program. We have been part of Montreal's artistic community for **75 years**. We are currently looking for a Human Resources Specialist to join our Board of Directors for the 2021-22 season.

We are a non-profit cultural organization, governed by a voluntary Board of Directors and headed by an Executive Director, with an administrative staff of 12 and a teaching faculty of approximately 50. Board members work with the Executive Director and other community leaders through various committees to oversee strategic decision making with respect to the Centre's operations and activities. Board meetings take place on the third Thursday of the month in the evening from September to May, with a break in July and August. The Annual General Meeting takes place in early June. For more about the VAC and our Board, please consult our [website](#).

Responsibilities

- Advise the Executive Director and the Board of Directors on questions or concerns regarding VAC HR policies, practices, and regulations.
- Verify and maintain documentation relating to HR activities such as staffing, training, and performance evaluations.
- Guide the Executive Director in recruiting and employee relations.
- Advise regarding employee compensation, training, and benefit programs.
- Participate in Board meetings and non-HR related Board of Directors initiatives such as partnership development, fundraising activities and donor Thank-a-thons.

Ideal candidates would possess the following aptitudes and/or experience:

- Experience in the human resources department of a cultural or nonprofit organization.
- Experience serving on a cultural or nonprofit board of directors and understanding of nonprofit governance.
- An interest in and sensitivity to the bias experienced by Black people, Indigenous people, and People of Colour (BIPOC), members of LGBTQ2+ populations, visible minorities, and people with disabilities, particularly in the context of the visual arts.
- Fluency in English, fluency in French an asset.

Monthly Time Commitment

- 1.5 hours: Board of Directors monthly meeting
- 2 - 3 hours: Advising and collaborating on HR documents, texts, developing policies.
- 1 hr: Participating in other Board of Directors initiatives and projects.

Term

- 1 year, renewable. Nominations to the Board take place in June 2021.

Conditions

- This is a volunteer (unpaid) role.

How to Apply

Interested volunteers should send a brief letter of intent and CV to info@visualartscentre.ca by April 16, 2021.

Equity

We encourage women, aboriginal peoples, persons with disabilities, members of visible minorities, and members of the LGBTQ2+ community to apply. We encourage applicants to self-identify in their application.

Thank you for your interest in joining the Board of Directors at the Visual Arts Centre.