



Clayworx

Ceramic Arts Learning Centre

JOB Posting

Title:	Executive Director	Schedule:	Full-time
Reports to:	Board of Directors	Contract type:	Permanent
Application Deadline:	Sept 12, 2024	Compensation:	\$70,000-\$75,000 Benefits package included

ABOUT US

Our community has served the potters of London and beyond. In 1981, we started as a shared clay studio space and in 2008 we established ourselves in the heart of London's historic Old East Village. Following a vibrant rebranding in 2023, Clayworx is accessible to all members of the community with studios for classes, workshops, open clay studios, a glazing area, a kiln room, and a vibrant retail store! Clayworx is the culmination of many hours of work by passionate volunteers, contributions from generous donors, and hard work by our dedicated staff over many years.

ABOUT YOU

As the foremost operational leader of Clayworx, you will be breathing life into our strategic mission. The incoming leader must have a deep and abiding commitment to our guiding principles of:

1. Putting people first: our artistic community is broad and supportive
2. Building inclusivity and sharing
3. Striving for excellence
4. Cherishing play
5. Embracing and inspiring transformation

As the **Executive Director (ED)**, the community's trust is placed in you to develop our business, build sound and realistic operational plans, and take steps towards the visions and mission outlined in Clayworx's strategic plan. You will most likely realize success in this role if you:

1. Are a visionary and strategic leader and manager, energized by the opportunity to lead an agile team
2. Have a demonstrated track record of leadership and administration in artistic institutions, or other relevant sectors such as the not-for-profit sector
3. Have strong financial management skills, business acumen, and experience in implementing both annual and project-related budgets
4. Are a proven fundraiser possessing a track record of receiving funds from public sector organizations, foundations, private donors, and corporate sponsors

5. Have the ability to advance and maintain a collaborative and supportive workplace environment for staff

ABOUT THE JOB

The **Executive Director (ED)** role provides oversight to all aspects of:

1. Leadership
2. Operational Planning and management
3. Human Resources Planning and Management
4. Financial Planning and Management
5. Community Relations and Advocacy
6. Risk Management

The ED manages and supports a small team providing the essential services and programming to our community members. The ED acts as a leader to foster teamwork between the Board of Directors, staff, volunteers, and the membership. The ED oversees the day-to-day operation of the organization, including managing the staffing requirements for organizational management and program delivery. The ED will work with staff and the Board Finance Committee to prepare an annual operating budget and ensures the organization proceeds on budget. The ED will establish good working relationships and collaborative arrangements with community groups, funders, politicians, partnering organizations, and our membership, and other stakeholders. The ED will identify and manage risks to the organization's people, property, finances, goodwill, and image.

The Strategic priorities the ED works towards are:

1. Invest in clay education as our foundational pillar and focus on all levels of learning
2. Build organizational resilience
3. Achieve financial sustainability
4. Improve visibility and awareness among new audiences in London and beyond
5. Audit use and allocation of space and identify areas for improvement

HOW TO APPLY

All interested applicants can send their application to Mahyar Garmsiri, Board Chair, at Mahyar.g13@gmail.com

Clayworx is a strong advocate for diversity in all its forms and encourages applications from Indigenous and racialized communities, persons with disabilities, the 2SLGTBQIA+ community, and those of diverse intersectional identities.

In accordance with the AODA Act, for applicants living with a disability accommodation will be provided throughout the search process. Should accommodations be required, please make us aware by using the above address.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.

