



Job Posting: Executive Director

Organization: Creative Okanagan Artist and Event Development Society

Location: Central Okanagan, BC

Reports to: Board of Directors

About Creative Okanagan Artist and Event Development Society

Creative Okanagan is a non-profit organization dedicated to building and sustaining a vibrant local music scene. We connect artists, venues, audiences, and community partners to celebrate and strengthen the Central Okanagan's creative culture.

The Opportunity

The Board of Directors is seeking an **enthusiastic, outgoing music lover** to lead Creative Okanagan as our **part-time Executive Director**.

In this key leadership role, you will be the organization's **lead spokesperson, advocate, and connector** — inspiring collaboration among emerging and established performers, music venues, and the broader community. You will also play a critical role in ensuring the organization's sustainability through effective financial management and diverse funding strategies.

Working closely with a passionate and supportive Board of Directors, you will set the vision, build the plan, and drive execution to bring that vision to life.

Key Responsibilities

- Lead the day-to-day operations in alignment with its vision, mission, and objectives.
- Prepare, manage, and administer the organization's **annual budget** and ensure appropriate **financial controls and reporting**.
- Identify and secure **funding opportunities**, including grants, sponsorships, donations, service contracts, membership programs, and ticketed events.
- Serve as **Creative Okanagan's spokesperson** to the media, community, and government.

- Build and maintain strong working relationships with **local governments, regional bodies, and arts and culture organizations.**
 - Develop, manage, and promote programs and events that support Creative Okanagan's goals for artist development and the local music community.
 - Hire, train, and supervise staff and contractors while maintaining an effective, safe, inclusive, and positive workplace.
 - Manage and communicate with the organization's **membership.**
 - Oversee and enhance **social media and digital communications**, ensuring timely, engaging, and professional online representation.
 - Ensure organizational compliance with **WorkSafeBC** and other applicable standards and regulations.
-

Ideal Qualifications & Attributes

- Passion for the **music and arts community**, particularly within the Okanagan region.
 - Proven experience in **non-profit management, event production, or arts administration.**
 - Strong skills in **fund development, grant writing, budgeting, and financial oversight.**
 - Excellent **communication, relationship-building, and leadership** abilities.
 - Experience working with boards, volunteers, and community partners.
 - Self-motivated, organized, and able to manage multiple priorities in a part-time role.
-

Hours & Compensation

- Part-time position (hours negotiable - currently approximately half-time).
 - Compensation range: \$25 - \$35 per hour.
-

How to Apply

Please send your **resume and cover letter** outlining your relevant experience and passion for music in the Okanagan to board@creativeokanagan.com. This job posting is open until filled.