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TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES

Division of Human Resources

Manager, Library Square

Three (3) Year Contract, Full-Time

\$97,554 to \$119,725 per year

The Town of Aurora seeks a Manager, Library Square for its new Aurora Museum & Cultural Centre (AMCC), scheduled for a Fall 2021 completion and a 2022 Official Opening.

Reporting to Director of Community Services, with a dotted line into the CAO of the Town of Aurora, the **Manager, Library Square** will be instrumental in all aspects of the development of this state-of-the-art cultural venue, including operation, execution of the business plan, community outreach and taking part in the oversight of the construction of the new facility.

We seek a senior arts manager with experience leading a multi-faceted cultural venue through its opening years and beyond.

Background:

The AMCC, will be built adjacent to Town owned Church Street School heritage property, which is the current home to the Aurora Museum and Archives and Aurora Cultural Centre. It is right in the heart of the newly planned *Cultural Precinct* along Yonge Street, which includes the Aurora Public Library, the Armoury (which will be the new home of a Niagara College campus), and the Library Square which will be a catalyst for the renaissance of Town of Aurora downtown core.

Located in the fastest growing region in the Greater Toronto Area, Aurora has grown by 15,000 residents since 2001 and is projected to grow by a further 14,000+ by 2020 for a total population of nearly 70,000 citizens. Aurora also boasts theatre, musical and dance groups, art galleries, and craft groups like the renowned Potters' Guild, annual festivals, Farmers Market, a federally supported Historical Society, active Senior's Centre, Film Circuit and many other cultural attractions.

The new AMCC will include a 250-seat flexible Performance Hall, a multi-purpose Performing Arts Studio, a Visual Arts Studio, a multi-purpose Studio, a Program Room, Catering/Kitchen facility and environmentally controlled Storage Space. In addition, the connected Church Street School property, offers current performing, exhibit and programming spaces that are well utilized by for-profit and non-for-profit groups. The new AMCC will draw on annual traffic flow of nearly 300,000 patrons to the Library, Museum and Archives and Cultural Centre.

The Library Square project has a \$38 million budget attached, which was approved by Town Council in early 2019. The Planning Partnership and RAW Architects have been named to undertake this project.

Responsibilities:

1. The Manager, Library Square will be an active participant in the final design and construction of the new AMCC as a key member of the Project Oversight, new Centre Operation, Design and Construction, Attraction of New User Groups and will address communication issues as required, keeping Town Council informed on issues as required.
2. The Manager, Library Square will work with the Town to develop a long-term management model for the new Centre.
3. The Manager, Library Square is responsible for creating an operating team, operating protocols and business strategies for the new AMCC. He/she must develop a financial plan for the opening season and exhibition calendar, based on an approved working budget and create effective rental partnerships with arts and culture groups, business community, sponsors, donors and the Town.
4. The Manager, Library Square will guide the organization to its formal opening and first season and will be responsible for the general operations, financial management, strategic planning, general administration, revenue generation and community liaison.
5. The Manager, Library Square is responsible for the development of an effective economic operating model for a successful arts & cultural centre balancing between community-based arts groups, non-for-profit use, the Centre's own programming and other community/corporate rentals and usage, plus a robust sponsorship and development program.

Qualifications:

1. A minimum of five (5) years experience in arts/performing arts facilities management in a leadership position.
2. An undergraduate degree in arts, arts management, or business administration and proven successful experience in facility management and administration.
3. Excellent analytical, financial and organizational skills with demonstrated leadership in successful operations and revenue generation.
4. The ability to build and maintain relationships with a broad range of stakeholders both inside and outside the organization.
5. Highly effective communications skills.
6. Preference will be given to candidates with previous senior experience in leading an arts venue through its launch years.

Police Criminal Record Check Requirements

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **May 28, 2019** quoting reference number **19-30**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.