



Where Creativity meets Community

3 Stanley Street
Prince Edward County
Bloomfield, ON
MAILING ADDRESS
Box 163, Bloomfield, ON K0K1G0
programs@baxterartscentre.org
baxterartscentre.org

BAXTER ARTS CENTRE: PROGRAM DIRECTOR JOB DESCRIPTION

Title: Program Director

Role Type: Part Time Hybrid, Independent Contractor

Start Date: May 2026 (exact date TBD with successful candidate)

Reports To: Baxter Arts Centre Board of Directors* (*Eventually to be reported to Executive Director)

General Description:

The Program Director will work in collaboration with the Board of Directors* to coordinate annual programming for the Baxter Arts Centre.

Co-ordinate arts based programming for 4 seasons (Winter, Spring, Summer, Fall) that align with community needs, program/instructor availability, and overall budget determined in collaboration and pre-approval of the Treasurer.*

The Program Director will coordinate community centred programming for people of all ages, including but not limited to: classes, workshops, camps, and special events. Programming will focus on promoting appreciation of the arts, and aims to include people from diverse backgrounds and lived experiences, to increase our connection to our community via art.

DUTIES OF PROGRAM DIRECTOR

- Scheduling 4 seasons of arts based programming eg. After school programs for kids, daytime and evening programs for adults, weekend classes, summer camps.
- Managing program director email account
- Booking venues for offsite programs and confirming locations with insurance provider
- Meeting with instructors to review their programming, and necessary protocols
- Creating registration pages for programming, requesting website updates and updating Google calendar as needed
- Creating simple digital + print promotional materials for programs as needed
- Printing posters for programs and distributing as needed
- Promoting programming via social media posts and online community groups
- Preparing and sending newsletter via Mailchimp (~2 month)
- Monitoring ticketing agent and surveying participants for feedback on programs
- Providing pertinent information to instructors eg. registration numbers and names
- Preparing and sending emails to participants as requested by instructors
- Scheduling thermostat to ensure space is appropriate for use

- Being available and on-call for summer camp emergencies
- Co-ordinating community programs: By booking models, co-ordinating volunteers who run programs, and providing any cash payments to Treasurer*

Rentals: (Occasional)

- Review rental bookings, communicate with renters, update Google and website calendar, invoice renters and confirm payment is made

Grants:

- Write grant proposals with pre-approval from Chair of Board of Directors*
- Ensure grant related programming is completed and reported within grant period

Monthly Reporting + Reviews:

- Provide a monthly report via email to the Board of Directors 5 days in advance of monthly board meetings that includes a brief run down of: Current Programming, Upcoming Programming, Upcoming Grants, Feedback/Questions/Concerns
- Attend the first 10 minutes of monthly virtual Board meetings to address report

Bi-annual and Annual Reporting + Reviews:

- Compile Annual Programming Report. To be emailed to the Board of Directors 5 days in advance of the AGM and presented at the AGM by the Program Director
- Attend Bi-annual Meetings with Treasurer and Chair to review programming and budgets

Qualifications:

- Post-Secondary Degree in Arts or Art Administration, or the equivalent experience
- At least two years of Arts Administration experience, or comparable.
- Highly motivated and able to work independently
- Exhibit initiative, responsibility, and flexibility
- Familiarity with the arts scene in Prince Edward County and its key players
- Computer literate in word, excel, mailchimp, canva, and basic website maintenance

Please note that a clear Canadian Criminal Records check is a requirement for this position.

Remuneration:

- The time required for the Program Director role will fluctuate throughout the year. Annual compensation for the role is \$24,000 and will be paid out monthly (\$2000).

How to Apply:

- **Interested candidates should send their resume + cover letter to Carolyn Sinclair, Baxter Arts Centre President + Board of Directors Chair at chair@baxterartscentre.org**
- Deadline for submissions: **Thursday April 23rd 2026 at 6pm EST**
- Baxter Arts Centre is an equal opportunity employer. For full details please see our Hiring Policy available at baxterartscentre.org