



**Creating  
Art &  
Community**

## **MISSA INTERNATIONAL SUMMER SCHOOL OF THE ARTS EXECUTIVE DIRECTOR**

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### **About MISSA**

The MISSA International Summer School of the Arts is a non-profit arts organization that has been providing specialized workshops for artists, teachers and adult art students since 1984. MISSA offers a wide variety of art workshops taught by local, national and international instructors who engage with students in an intense multi-disciplinary environment. MISSA welcomes students from around the world to participate in an artistic immersion for two weeks every summer. Previously held in Metchosin, the MISSA Summer Arts Program currently takes place at Brentwood College School in Mill Bay, BC. MISSA 2025 will run July 4-18.

### **Job Description**

- The Executive Director (ED) reports to the Board of Directors of MISSA.
- The ED is responsible for the day-to-day operations of MISSA and financial oversight of the organization.
- The ED will handle stakeholder engagement, including instructors, contractors and organizations that provide venues for MISSA. The ED will also ensure compliance with all legal obligations, including tax laws and reporting to maintain not for profit and charity status.
- The ED will work with the Board to create strategic plans for MISSA and will be the primary agent of delivery for MISSA's vision and objectives.

### **Key Responsibilities**

- Preparing the annual budget for MISSA that ensures financial sustainability of the organization, including applying for grants and finding creative ways to fund the organization.
- Work with MISSA's bookkeeper to ensure records are accurate and up to date.
- Carry out all activities for MISSA Summer Arts Program, including negotiating contracts with vendors and instructors.
- Update and maintain social media, including posting to Instagram and Facebook.
- Recruit and manage volunteers.
- Work with workshop registrants, instructors and vendors by responding to enquiries in a timely manner and creating reports for the Board reflecting the levels of registration and the number and type of workshops being offered.
- Attend all Committee meetings, ensuring that the Committee has the support to fulfill their obligations.
- Act in a manner that ensures transparency to the Board and MISSA membership.
- Maintain and update the [missa.ca](http://missa.ca) website.
- Prepare briefing materials for and attend all Board meetings.
- Other duties as assigned by the Board of Directors.

### **Hours of Work**

- This position has a variable workload throughout the year and the ED is expected to manage their schedule accordingly but can generally expect to work part time. The time commitment will increase in the lead up to the MISSA Summer Arts Program and the Ed will attend and work full time off-site for two weeks during the MISSA Summer Arts Program.
- Office hours are from 9 to 5; however, the ED being part time will have flexibility in scheduling work.

### **Experience**

- Strong computing skills
- Experience using Microsoft 365 and Google Documents, social media platforms, including Instagram and Facebook for business
- Event planning experience



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- Excellent communication skills
- Excellent customer service skills
- Management experience in not for profit or charity

**Education**

- Certificate in Business Administration

**Salary**

- Salary range of \$35,000 to \$45,000 per year
- Salary will be based on the experience and education of the candidate

Please submit a cover letter and resume via email to [dancasey@telus.net](mailto:dancasey@telus.net).

Upon acceptance of a job offer, the applicant agrees to a successful criminal background check.