

MHC Gallery Director

0.5 Full-Time Equivalent (FTE), One-Year Term

The MHC Gallery Director oversees the MHC Gallery on the Canadian Mennonite University campus, providing strategic leadership, curatorial practice, artistic programming, community development, and operations. This position is responsible for hosting major exhibitions by selected artists and leads fundraising and grant development to support Gallery programming and activities.

The MHC Gallery Director works to ensure the gallery is a place where all people are invited through artistic expression, to build relationships, deepen understanding, and respect diverse perspectives and experiences. This position is an employee of CMU and reports to an Advisory Committee for operational and budget development, maintenance, and oversight.

KEY AREAS OF RESPONSIBILITY

Fund Development and Grant Writing: 40%

- Leads strategic planning and fund development initiatives in collaboration with the Advisory Committee and CMU.
- Develops sponsorship programs, solicits sponsorships, and manages sponsor recognition commitments.
- Researches and applies for government and foundation grants, including reporting requirements.
- Cultivates and maintains relationships with donors and funders through meetings, correspondence, and fundraising campaigns.
- Oversees the annual fundraising event. Maintains and monitors the Gallery budget and prepares the Annual Report.

Programming and Relationship Building: 35%

- Recruits and supports an active Advisory Committee and Fund Development Subcommittee,
- Coordinates and implements special programming to supplement regular exhibitions.
- Maintains an exhibition schedule, including artist coordination, installation, and exhibition logistics.
- Cultivates relationships with artists, partners, funders, and community groups.
- Develops educational opportunities and connections with CMU faculty, staff, and students.

Promotion and Communications: 15%

- Manages public relations activities, including fielding media inquiries and creating press releases and speaking notes.
- Oversees brand consistency and graphic design in collaboration with the CMU Marketing and Communications team.
- Oversees Gallery website and social media content.
- Creates and distributes promotional materials, including invitations and posters.
- Produces and distributes newsletters and e-newsletters every six weeks or as required.
- Develops key messaging and policies in collaboration with appropriate CMU departments.

Administration: 10%

- Supervises volunteers, interns, assistants, and student employees.
- Ensures smooth day-to-day operation of the Gallery.
- Prepares regular reports, including expenses, sales, and attendance.
- Assists with setup and coordination for special events, including exhibition openings.

- Other related duties as assigned.

WORKING CONDITIONS

The MHC Gallery Director regularly engages with artists, staff, faculty, advisory committee members, volunteers, and visitors. The position requires the ability to sit and/or stand for extended periods of time while performing duties and occasionally requires lifting up to 50 lbs while moving materials or installing work. Some evening and weekend work is required in support of Gallery events and programming.

WHAT YOU OFFER

- A commitment to the mission of CMU, and to its service in church and society
- Post-secondary degree in a related field; a combination of equivalent training and experience may be considered
- Demonstrated experience working in fundraising, donor relations, sponsorship development, grant writing, business administration, and budgeting.
- Familiarity with the not-for-profit sector and/or arts and culture industries.
- Experience using digital platforms and tools including Microsoft Office Suite, Canva, Eventbrite, MailerLite or similar, and Meta Business Suite an asset.
- Strong organizational skills and the ability to set strategic priorities.
- Ability to demonstrate sensitivity to diverse artistic, cultural, and religious communities.
- Ability to foster a welcoming and hospitable environment that encourages cultural, creative, spiritual, and religious dialogue with diverse communities.
- Knowledge of Winnipeg and Manitoba arts community an asset.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program
- Free Meal Program
- Free Onsite Parking

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to humanresources@cmu.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until filled.

Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.

If there are ways we can make this process more accessible for you, please let us know. You can contact us confidentiality at humanresources@cmu.ca to discuss accommodations at any stage of the hiring process.