

Kickstart Disability Arts & Culture is seeking a new Executive Director

If you require this posting to be in a different format, please contact access@kickstartdisability.ca

Please send your cover letter and resume to: president@kickstartdisability.ca

All formats (audio, captioned for access video, ASL video, etc.) are welcome.

If you have any questions, email hello@kickstartdisability.ca for more information.

Position Description:

Pay: \$45,000 gross per annum

Hours: 24 hours/week (note this is a part-time position)

Expected start date: June 15, 2026

Location: Vancouver, BC. Work is virtual with occasional in-person responsibilities

Priority will be given to d/Disabled, 2SLGBTQIA+ and BIPOC applicants (disclosure welcome but not mandatory)

Who we are and who we are striving to become:

Kickstart Disability Arts and Culture acknowledges that we are fortunate to live and create on the unceded territories of the Coast Salish People; the Musqueam, Squamish and Tsleil-Waututh nations.

Kickstart Disability Arts and Culture is a Vancouver-based arts organization dedicated to creating accessible, inclusive opportunities for professional disabled artists and the broader community. This search marks a pivotal moment as we restructure to become an Artist-Run Centre (ARC), intentionally centering BIPOC leadership, disability justice, and community-led decision-making as the core tenets of our operations and programming. We are looking for an Executive Director to help lead the team in this transition.

Kickstart is structured in a horizontal, co-leadership model. As such, an ongoing analysis of internal power structures defines both the ethos and praxis of Kickstart's transformation into an Artist Run Centre; one that is especially focussed on nurturing disability justice in art spaces everywhere. We weave this ethic into a lateral power structure which balances organizational decision making evenly between the roles of the Executive Director, Director of Strategic Development, and Curatorial Director.

Position Description:

The Executive Director (ED) will be responsible for all facets of the day-to-day operations of Kickstart Disability Arts and Culture with emphasis on administration and management, public relations and recruitment. This part-time position will be part of the core leadership team of the organization. The

ED will work to ensure that all teams – including part-time and project staff – maintain a cohesive, collaborative, and positive team environment. The ED will report to and be required to collaborate with Kickstart's Board of Directors to support the organization's implementation of its revised mission and core values as they pertain to the strategic and curatorial vision. Working with the Curatorial and Strategic Development Directors, the ED will guide the organization's transition into an Artist Run Centre and will be responsible for the overall functioning of the organization. In all their work, the Executive Director will assist Kickstart Disability Arts and Culture in promoting the organization's mission of inclusivity and accessibility in the arts.

Key Responsibilities:

Organizational Oversight

- Steer Kickstart's transition into an Artist Run Centre (ARC) with future planning, and policy and procedure writing while maintaining our nonprofit, charitable status.
 - o Implement the organization's soon-to-be new mission, mandate and vision
 - o Oversee the organizational annual calendar
 - o Ensure the safety of all organizational and community data
- Work with the Operations Manager to ensure the financial health of the organization
 - o Approve and monitor annual budget
 - o Collaborate on fundraising endeavours
- Attend monthly board meetings
 - o Liaise between Board and team (staff, members and contractors)
- Outreach/Community Building
 - o Connect with membership
 - o Partnership building
 - o Disability justice advocacy

Manage and Support Kickstart Team

- Conduct weekly meetings ensuring all work is being completed
- Bridge curatorial and strategic work in ARC transition
- Work with Strategic Development Director to update policies and procedures
- Work with Curatorial Director to present an annual calendar of exhibitions and events
- Responsible for all hiring and contract negotiations
- Manage contractor onboarding and training
- Negotiate all contracts with contractors, partners, venues, etc.
- In addition to temporary Contractors, oversee and support staff:
 - o Operations Manager
 - Work closely on finances and fundraising
 - o Administrative Assistant
 - Work together to provide day to day support to Kickstart team
 - o Accessibility Coordinator

- Support in providing meaningful access to the team and organization's members

Qualifications/Skills:

- Experience in strategically leading a nonprofit, charitable organization
- Strong creative leadership skills
- Experience working with a Board of Directors
- Familiar with or a working understanding of alternative organizational structures
- Understanding in working in a disability-led organization
- Comprehension of the BC Societies Act
- Strong leadership vision
- Familiarity with leading an artist run centre
- Grant writing and other fundraising experience
- Working knowledge of budget writing/financial acumen
- Skilled in contract negotiations
- Ability to lead a team/team management
- Disability Justice knowledge
- DEI understanding
- Adaptable and innovative
- Creative thinker
- Ability to work virtually and independently
- Comfortable connecting with the public
- Community connections within the local art and disability communities
- Familiarity with tools such as otter.ai, monday.com, Google Workspace and Microsoft 365, Zoom will be helpful