



Inspiring Creativity // Expanding Minds // Fostering Connections

Job Opportunity: Program Director (Part-Time -20 hours per week, one year contract)

Application Deadline: August 18, 2026

Apply with resume and letter of interest by email: director@cranbrookarts.com

Cranbrook Arts (the Cranbrook and District Arts Council) is seeking a passionate and organized Program Director to join our team. Reporting to the Executive Director and Board of Directors, the Program Director will lead the planning, execution, and evaluation of classes, workshops, and community arts programs. This position plays a key role in fostering community engagement, supporting instructors and volunteers, and managing budgets and administrative tasks to ensure program success and sustainability.

The ideal candidate will possess strong leadership, organizational, and communication skills, with experience in project management, budgeting, and team supervision. Familiarity with digital tools such as Microsoft Office, Canva, and website management is an asset. This is a fantastic opportunity to make a meaningful impact in Cranbrook's arts community by building dynamic programs and forging strong connections with local artists, participants, and community partners.

- Wage range: \$21 to \$23 per hour
- Flexible hours, occasional weekend commitments
- Criminal record check for vulnerable sector required

Equitable Hiring Practices The Cranbrook and District Arts Council is committed to equitable hiring practices that promote diversity and inclusion. We welcome applications from individuals of all backgrounds, including Indigenous peoples, people with disabilities, members of visible minority groups, and other underrepresented communities. Our hiring decisions are based solely on merit, qualifications, and the ability to fulfill the requirements of the role. We strive to create a welcoming and accessible workplace that values and reflects the diversity of our community.



Inspiring Creativity // Expanding Minds // Fostering Connections

Job Title: Program Director

Reports To: Executive Director/Board of Directors

Location: Cranbrook Arts: 1401 5th St N Cranbrook (Cranbrook and District Arts Council)

Employment Type: 20 hour per week, occasional weekend commitments

Hourly wage: \$21-\$23.00

Job Summary

The Program Director is responsible for the planning, development, implementation, and evaluation of classes, workshops and Community Arts Program. This role involves leadership, staff supervision, budget management, and community engagement to ensure the success and sustainability of the programs.

Key Responsibilities

Program Development and Management

- Work with Artists and Instructors to develop and present classes and workshops for the Pottery studio and workshop spaces on a quarterly basis.
- Develop and oversee Cranbrook Arts' Summer Camp Program
- Oversee the planning, execution, advertising and communications of all programs, ensuring quality and impact.
- Develop and utilize program goals, timelines, and performance metrics.
- Continuously assess and improve programs based on feedback from participants, instructors and the community.

Community Engagement and Partnerships

- Build and maintain relationships with community partners, funders, and participants.
- Represent the organization at community events, meetings, and public engagements.
- Act as a liaison between the organization and the community to promote programs.
- In conjunction with the executive director and volunteer coordinator, plan for, coordinate and participate in events and festivals

Leadership and Staff Supervision

- Recruit, train, supervise and support instructors and volunteers.
- Be a part of, and foster a collaborative and inclusive team culture.



Inspiring Creativity // Expanding Minds // Fostering Connections

- Provide clear direction, feedback, and professional development opportunities to instructors and volunteers.
- Manage the Pottery Studio Membership, including communications, invoicing, onboarding new members (in collaboration with the Pottery Studio technician) and the Pottery Volunteer supervisor schedule.

Budget and Administrative Duties

- Develop and manage program budgets in collaboration with the Executive Director.
- Work with instructors on supply budgets and purchasing of supplies
- Creating contracts for instructors, and submitting contracts to the Executive Director for payment
- Administrative duties include:
 - o Creating image tiles and descriptions and setting up classes on the website
 - o Managing payments coming in from Stripe and Paypal, including refunds
 - o Setting up invoices for classes, including for individual registrants, community partners and home learners with alternate payment methods
 - o Prompt and ongoing communications with community partners, class instructors, class registrants, pottery supervisors and technician (for class times and firing schedule)

Compliance and Reporting

- Submitting quarterly work plan and recording time spent on tasks
- Prepare monthly reports for the Executive Director for Board meetings

Qualifications

Skills and Competencies

- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Proven leadership and supervisory experience.
- Ability to manage multiple priorities and deadlines.
- Proficiency in Microsoft excel, word and outlook; website and Canva skills are an asset
- Familiarity with budgeting and financial management.

Other Requirements

- Criminal Record check for working with venerable populations