

Head of Operations, Oakville Galleries



Oakville Galleries is seeking a dynamic Head of Operations.

Head of Operations

Hours and Days: 28–35 hours per week Monday – Friday with some evening & weekend work as required

Salary Range: \$60,000 – \$70,000 contingent on experience

Deadline for Applications: Ongoing with review of applications until Dec 3rd, 2025

Reporting to the Executive Director, the Head of Operations will be responsible for supporting the operational and creative activities of Oakville Galleries. The successful applicant will have a strong background in office and operations management, with strong administration and organizational skills, as well as good budgeting, financial, logistical, project management and team management experience. Experience in data and file management, experience with working with artists and creatives, knowledge of exhibition production, events management, and experience working in the non-profit / cultural sector are all assets for this role, and will be required as part of the role. The ideal candidate will be a team player who excels in a dynamic, creative environment, works well under pressure, has excellent communication skills, and has an empathetic managerial approach and is understanding towards artistic production. The ideal candidate is a people person who excels working between different responsibilities with

our diverse team and stakeholders, including artists, patrons, sponsors, board members and audiences. The Head of Operations will have the know-how and experience to support the Executive Director and the team in many aspects of the administration, management and program and will support the vision, mission and targets of the organization.

The Head of Operations will oversee and directly manage duties related but not limited to:

- managing day-to-day operations,
- dealing with vendors and service providers,
- performing accounting tasks for expenses and revenues (including invoicing, bookings & sales and administering payroll),
- ordering office and operational supplies,
- overseeing diverse income streams,
- managing internal and external communications, and relevant human resources projects including staff management and policies,
- managing contact lists, as well as supporting the Executive Director and entire team with various projects & programming, artist support, communications & marketing, proof-reading/editing, funding research & applications, fundraising & events, publication management,
- updating the team on facilities and events,
- reporting and other administrative tasks,
- preparing documents for and taking minutes at board meetings and maintaining databases and relevant filing of all administrative documents.

Requirements and Qualifications:

- Bachelor's degree in Accounting / Finance / Business or a related field, or Bachelor's degree in Art, Arts Administration, Museum Studies or transferable field with clear training/experience in financial and office administration
- Minimum 3 years' experience working in office operations or related services
- Relevant experience with team management in a non-profit organization
- Proven ability to oversee operations and ensures proper record keeping and filing, report generation, accounting, and follow-up
- Proficiency with internal communications, google office, MS Office
- Strong attention to detail
- Working collaboratively and proactively in a dynamic team with management support as required
- Demonstrates effective strong interpersonal, communication, and project management skills
- Acts with discretion, empathy, autonomy and confidentiality

- Maintains professionalism that publicly supports the vision, mission, functions, programs, activities, ambitions and policies of Oakville Galleries
- Solid experience with accounting systems is an asset
- Experience in the arts / culture / heritage / non-profit sectors is an asset

Oakville Galleries is committed to equity, welcomes diversity, and hires on the basis of merit. All qualified individuals, including individuals who identify as BIPOC, 2SLGBTQIA+, people with disabilities and others from historically marginalized groups, are encouraged to apply.

Interested applicants should submit a one-page cover letter and concise CV with 3 references to: employment@oakvillegalleries.com with the subject line: Posting: Head of Operations. **Applications will be reviewed on an ongoing basis so early submissions are encouraged as soon as possible until Dec 3rd, 2025.** We thank you for your applications. Please note that only shortlisted applicants will be contacted.

About Oakville Galleries

Oakville Galleries is a contemporary art museum located 30 km west of Toronto. Housed in two spaces—one alongside downtown Oakville's library, and the other in a lakeside mansion and park—Oakville Galleries is one of Canada's leading art institutions, presenting the work of emerging and established artists from across Canada and around the world. Placing artists at the center of its vision, Oakville Galleries strives to be a nationally and internationally leading museum for the presentation of contemporary art, delivering excellent, innovative exhibitions and generating new, invigorating ideas. Our dynamic, diverse and forward-thinking program produces significant positive social impact.

Oakville Galleries is located on Treaty Lands and Territory of the Mississaugas of the Credit First Nation and the traditional territory of the Huron-Wendat and the Haudenosaunee. As an institution, Oakville Galleries recognizes the importance of establishing and maintaining meaningful and respectful relationships with the original inhabitants and keepers of the land, and we are grateful for the opportunity to operate on this territory.

oakvillegalleries.com

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