

The Art Gallery of Ontario (AGO) is one of North America's largest art museums with 80,000 works of art and major new collections, the AGO is at the forefront of the museum field, developing new experiences with art for its visitors and members. Just over three years since re-opening, the AGO is seeking to solidify its place as a unique destination for art, creativity, and culture. If you are a leader seeking a dynamic, multi-faceted work environment and want to contribute to the Gallery's success then bring your skills and experience to the position of

## **Associate Director, Administration & Corporate Secretary**

### ■ Position Overview:

The AGO is looking for a highly effective, strategic, experienced leader for the newly revised role of Associate Director, Administration & Corporate Secretary (ADA&CS). Pivotal to the AGO's corporate administration and governance, the ADA&CS will work in collaboration with the Director & CEO, as well as with the AGO's Leadership Team, to achieve the AGO's strategic goals and ensure institutional success. This role will be responsible for setting and achieving corporate short- and long-term strategies by providing advisory, administrative and organizational support to the Director & CEO; and refreshing corporate governance and effective board functioning for both the AGO's Board of Trustees and the AGO Foundation Board as Corporate Secretary

### ■ Duties / Responsibilities:

Our ideal candidate will have recognized expertise in a senior role managing board procedures, governance and Corporate Secretary responsibilities. You have superior communication skills with a proven ability to establish and maintain effective relationships with multiple internal and external stakeholders. Your work history demonstrates your management skills and ability to lead, motivate and support both staff and board-level volunteers. You are detail-oriented and have a keen ability for prioritizing a range of corporate administration duties at a senior level, preferably in a museum setting. Your public relations and interpersonal skills combined with your sense of judgment allow you to quickly assess situations and respond in a confidential and diplomatic manner. Working knowledge of museum policies and practices, as well as knowledge of the AGO's institutional history will be an asset.

### ■ Contact Details

We invite individuals who reflect the diversity of our visitors to apply. Visit our website at [www.ago.net/jobs](http://www.ago.net/jobs) and complete your online application profile by **February 17, 2012**. If you are including a cover letter, please address this to: The Hiring Manager.