



Executive Director

MOMENTA is actively recruiting a visionary executive director who will lead and promote the organization's operations and manage the team that prepares the biennale's 2025 edition. This opportunity is addressed to a dynamic professional with an exceptionally creative mind and expertise in strategic and operational management. It offers a unique chance to produce a major art biennial that highlights Tiohtià:ke/Mooniyang/Montréal as a centre for contemporary art on the local, national, and international levels.

MOMENTA Biennale de l'image is a major Montréal event devoted to contemporary art. For more than 30 years, MOMENTA has provided an internationally known gathering-place, inviting artists and audiences from around the world to gather in the city's museums, galleries, and artist-run centres. Its activities include exhibitions, public events, and educational workshops, featuring local and international artists whose works provoke curiosity and reflection. The organization stands out for the diverse points of view that it displays and the questions that it raises about where images fit in today's societies.

Roles and responsibilities

Under the supervision of the board of directors, the director is responsible for all of the organization's activities, and for international, national, and local relations.

Summary

- Formulate MOMENTA's general orientations and policies, in coordination with the board of directors
- Propose objectives and strategies for updating and achieving MOMENTA's mission to the board of directors
- Propose and implement policies and procedures to ensure healthy management of human and financial resources
- Direct all of MOMENTA's activities

Financial and human resources

- Determine the financial and human resources required to produce activities
- Prepare and administer annual and multi-annual budgets
- Direct the planning and writing of grant applications, periodic reports, and statements required by the different funding bodies and financial partners, in collaboration with the permanent team
- Find sources of public and private funding and create business partnerships
- Supervise and organize the work of the 4 permanent employees and a team of 10–16 contractual/temporary employees during the Biennale years
- Formulate production schedules for all aspects of the activities, in coordination with the permanent team
- Produce the annual assessment of the permanent employees

Artistic programming

- Act as general artistic director for each edition, in collaboration with the Associate Artistic Director
- Participate in the selection of the curator for each edition, in collaboration with the artistic committee and the Associate Artistic Director
- Solicit exhibition partners and negotiate the agreements
- Manage production of the exhibitions, in coordination with the Exhibitions and Special Projects Coordinator
- Supervise production of public and educational activities
- Maintain privileged relationships with the artists and institutions likely to participate in the event

Representation

- Represent MOMENTA with political, financial, and media partners
- Develop the organization's network and new partnerships
- Maintain close relations with MOMENTA's privileged partners
- Actively participate in MOMENTA's community life and in related communities in the contemporary art field and those of local, national, and international biennials

Requirements

- Master's degree in a pertinent discipline (art history, museology, visual arts) or the equivalent
- A minimum of 5–8 years of experience, including at least 3–5 years in management of cultural organizations (employee management, financial management, budget preparation, etc.)
- Experience in management of non-profit organizations and strong knowledge of and experience with grant programs
- Very good knowledge of contemporary art and cultural organizations
- Good knowledge of the Québec and Montréal art environments
- Knowledge of governance procedures and rules
- Recognized abilities in management of financial and human resources
- Strong strategic skills, combined with a capacity to work in a small team
- Strong conceptual skills; strategic, independent, and creative vision
- Excellent writing skills and very good communications and public relations skills
- Bilingual French-English, both spoken and written

Salary and conditions

- The annual salary is from \$65,000 to \$85,000, depending on experience and qualifications
- During even-numbered years (non-biennial years), 6% of annual salary in vacation days. During odd-numbered years (biennial years), 4% of annual salary in vacation days
- 8 wellbeing leave days during non-biennial years
- Annual healthcare contribution of \$1,000.00

Anticipated start date: March 15, 2024

Deadline

Please send your application (CV) and a letter of introduction that explains why you are the best candidate for this position before January 26, 2024, at 5:00 p.m. to the following email address: rh@momentabiennale.com. Only the candidates selected will be contacted.

MOMENTA is committed to diversity, equity, inclusion, and accessibility. We place great importance on offering a work environment that is highly representative and safe for all its employees. In this spirit, we encourage candidates to mention if they are immigrants, members of visible minorities, or Indigenous.