

propeller ART GALLERY

Propeller Gallery is currently seeking a candidate to take on the role Treasurer of Board of Directors.

Propeller Art Gallery is a non-profit artist-run exhibition space in Toronto's Queen West Art + Design District. It provides opportunities for artists to gain exposure and professional experience in exhibition design, promotion, sales, and fundraising. Propeller Gallery engages with the wider Toronto community by showcasing innovative exhibitions, artist talks and demonstrations, internships, and juried exhibitions - all of which heighten the public's awareness and appreciation for the arts.

Propeller Gallery is governed by a volunteer Board of Directors. Community Board Members represent the wider community, and we rely on them for expertise in areas such as development, finance, and marketing.

The Treasurer at Propeller Gallery will work closely with the Bookkeeper and the Gallery Director who together perform the daily financial tasks of the organization.

Primary Responsibilities of Treasurer:

- Review and prepare and provide monthly reports and financial statements for the Board.
- Attend eight Board meetings per year and serve on the Board for two 1-year terms (with the option of additional two 1-year terms)
- Chair the Finance Committee
- Prepare and present annual financial report at the Annual General Meeting
- Prepare and submit annual income tax filings to the Canada Revenue Agency
- Engage in meetings which involve high-level discussions about strategic goals and conversations about operations
- Provide guidance and oversight to advance Propeller's mission and strategic plan

- Act as a passionate advocate for Propeller Gallery

Skills and Experience:

- Dependable team player with a strong work ethic
- Organized, efficient and can meet deadlines
- Attention to detail and accuracy
- Familiar with QuickBooks and Excel (or willing to learn)

To apply:

Please provide a brief cover letter outlining your relevant experience, interests, and résumé/CV to info@propellerartgallery.com with the subject header “Community Board Member Application” Please make sure to submit your files in PDF format.

Propeller’s Vice-Chair of the Board will contact selected candidates.
Please send any questions to: info@propellerartgallery.com