

# Executive Director – Job Posting

**Organization:** CB Nuit Inc.

**Position:** Executive Director (Permanent)

**Location:** Corner Brook, Newfoundland and Labrador (*Hybrid*)

**Reports to:** Board of Directors

**Hours:** Approx. 30 hours/week (averaged annually)

**Salary:** \$50,000 annually

**Anticipated Start Date:** Mid-November 2026

**Application Deadline:** October 14, 2026

CB Nuit is Corner Brook's *Art at Night Festival* — a free, multidisciplinary contemporary arts festival bringing artists and audiences together to experience the city in new ways.

Since 2017, CB Nuit has grown from an ambitious community arts initiative into an established cultural event for Corner Brook and western Newfoundland and Labrador. The festival creates opportunities for artists, encourages experimentation and collaboration, builds relationships across the community, and makes contemporary art accessible outside traditional gallery spaces.

As CB Nuit moves into its next chapter, we are looking for an Executive Director to help us imagine — and build — what comes next.

## The Position

Reporting to the Board of Directors, the Executive Director (ED) provides organizational leadership and oversees the planning and delivery of the annual CB Nuit festival and related activities.

This is both a strategic leadership position and a hands-on operational role. The ED moves comfortably between big-picture planning and the practical work of producing a public arts festival:

- Developing strategic partnerships
- Writing and administering grants
- Managing organizational budgets
- Supporting artists, curators, staff, and volunteers
- Coordinating festival logistics and solving unexpected challenges inherent in presenting contemporary art throughout a city after dark

Working collaboratively with the Board, artists, curators, staff, contractors, volunteers, local businesses, funders, and community partners, the Executive Director will ensure CB Nuit remains artist-centered, ambitious, accessible, and deeply connected to its community.

## Key Responsibilities

- **Festival & Program Management:** Oversee the planning, production, and execution of the annual Art at Night Festival and related year-round programming.
- **Strategic & Operational Planning:** Develop annual operating plans, production timelines, and organizational budgets.
- **Fundraising & Revenue Development:** Research, write, and administer grant applications and reports; cultivate sponsorships, partnerships, and revenue-generation opportunities.
- **Financial Oversight:** Manage organizational finances in collaboration with the Board Treasurer and bookkeeping support.
- **Artistic & Production Coordination:** Work closely with curators and artists to coordinate contracts, fees, schedules, technical specifications, and project logistics.
- **Team Leadership:** Hire, supervise, and mentor staff and contractors; support volunteer recruitment, training, and coordination.
- **Logistics & Public Space Management:** Oversee festival operations including venue coordination, municipal permits, accessibility planning, insurance, schedules, and public-space safety/requirements.
- **Community & Stakeholder Relations:** Cultivate strong relationships with businesses, cultural organizations, educational institutions, government bodies, and community partners.
- **Marketing & Communications:** Oversee organizational communications, promotional strategy, and maintain a vibrant public and digital presence.
- **Governance & Administration:** Maintain organized institutional records, administrative systems, digital assets, and key organizational documentation to support continuity and effective governance.
- **Board Reporting & Representation:** Provide regular updates to the Board, support non-profit governance, and represent CB Nuit locally, provincially, and nationally.

## Qualifications & Experience

- Experience managing arts, cultural, festival, or community-based projects.
- Excellent organizational and project-management skills with proven ability to multitask under deadlines.
- Demonstrated experience in grant writing, fundraising, sponsorship, or public funding administration.
- Experience developing, monitoring, and managing operational budgets.
- Strong understanding of contemporary art, public art practices, and artist-centered approaches.

- Superior written, interpersonal, and public communication skills.
- Proven track record in building and sustaining community partnerships.
- Experience supervising staff, contractors, and/or volunteers.
- Understanding of non-profit governance structures and working with a volunteer Board of Directors.
- Enthusiasm for Corner Brook, western Newfoundland and Labrador, and the transformative possibilities of presenting contemporary art in public space.
- *Asset: Post-secondary education in arts administration, fine arts, business, community development, or a related field. Equivalent combinations of professional, community, and lived experience are highly valued and fully considered.*

## Position Details

- **Location & Work Model:** Corner Brook, NL (Hybrid work environment, combining remote work with in-person community engagement, meetings, and on-site festival coordination).
- **Schedule & Hours:** Average of 30 hours per week annually. The position offers flexibility in scheduling throughout much of the year. Evening and weekend work is required during festival production periods, particularly in the weeks leading up to CB Nuit. Hours fluctuate seasonally, with additional festival-period hours balanced through flexible scheduling and time off in lieu.
- **Travel:** Travel is at the discretion of the Executive Director for outreach, fundraising, and representing the organization provincially or nationally.

## To Apply

- **Please Provide:**
  1. A letter telling us about yourself, why CB Nuit interests you and what you would bring to the organization
  2. Your current resume or CV

Applications should be sent to [admin@cbnuit.com](mailto:admin@cbnuit.com) with “*Executive Director Application*” in the subject line before October 14, 2026. Candidates selected for an interview will be asked to provide references.

We know that excellent candidates don’t always see themselves reflected in every qualification in a job posting. If this position interests you and you believe your experience could contribute to CB Nuit, we encourage you to apply. CB Nuit is committed to creating an inclusive organization and welcomes applications from people with diverse backgrounds, identities, experiences and ways of working.