

GENOVESE, VANDERHOOF & ASSOCIATES
A CULTURAL MANAGEMENT CONSULTING FIRM

POSITION ANNOUNCEMENT

**DANCE UMBRELLA OF ONTARIO
EXECUTIVE DIRECTOR
Toronto, Ontario**

The Dance Umbrella of Ontario seeks a cultural administrator with deep knowledge of the dance field to provide leadership and oversight for this arts management company and community resource centre.

Dance Umbrella of Ontario

Founded in 1988, Dance Umbrella of Ontario (DUO) is a not for profit organization whose goal is to animate and support dance throughout Ontario. It serves professional dance creators and small-scale dance companies who represent a rich variety of dance styles. Its management services can be purchased separately or in packages that suit a project's or an organization's needs—from short-term production coordination to annual service.

DUO's professional arts managers provide affordable, expert, flexible and comprehensive administrative services including accounting, artistic/business planning, career consultation, arts grant preparation and filing, resume writing, board administration and facilitation, budget analysis, fund-raising planning, and production coordination. In addition, its new resource centre on Parliament Street in downtown Toronto is open to the dance community and offers a community meeting space, hot desk rentals, and video dubbing equipment.

DUO's outreach animation activities help to cultivate the greater dance community with seminars, artist-led community initiatives, internships, newsletters, internet resources, and special projects.

The Position:

Reporting to the Board of Directors, the Executive Director is responsible for the overall operations and day-to-day management of DUO. This includes budgeting, financial planning and reporting, the delivery of client services, fund-raising, project management, policy development, liaison with government agencies and foundations, and the hiring and supervising of staff. However, it is also imperative that the Executive Director has had practical experience in the day-to-day management of smaller arts organizations and be empathetic to the issues and challenges of emerging artists and groups.

As the dance industry continues to change in an ever-more complicated cultural ecology, the Executive Director must be a strategic planner and thinker with fluid, flexible approaches to problem solving.

Qualifications:

The ideal candidate will be an established, experienced and committed arts manager with experience in the not for profit sector who has demonstrated full-time professional leadership of an arts organization.

An excellent listener, observer, communicator, and facilitator, the Executive Director must be capable of animating an idea, assisting implementation, and empowering individuals to realize goals effectively.

The Executive Director must nurture relationships, galvanize constituents and funders, and maintain a strong presence in the dance sector. Both an entrepreneurial outlook and a deep commitment to facilitating the growth of community relationships in the dance sector are essential.

Salary commensurate with experience.

How to Apply:

Please send resume, cover letter, a list of references, and salary requirements, by Friday, October 21st to:

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