



festival of the **Sound**

Festival of the Sound

Executive Director – Full-Time

Location: Parry Sound, ON

Established in 1979, the Festival of the Sound is one of Canada's leading classical music presenters, offering over sixty concerts, special events and educational opportunities in a busy three and one-half week summer season. With an annual budget of \$750,000, the Festival of the Sound is a not-for-profit organization with charitable status with a commitment to presenting the highest calibre of chamber music in an intimate setting. We also have an active education/outreach program for Grades four to six students called Music Scores.

The Town of Parry Sound is located in a spectacular setting on Georgian Bay in the world's largest freshwater archipelago, only two hours north of Toronto. Residents enjoy the best of all worlds in a small town setting with excellent educational facilities, health services and recreational and cultural opportunities in one of only thirteen internationally recognized UNESCO Biosphere Reserves in Canada. The Charles W. Stockey Centre for the Performing Arts, situated right on the Georgian Bay waterfront, boasts unparalleled acoustics for the performance of chamber music.

Job Description

The Executive Director reports to the Board of Directors and works in partnership with the Artistic Director. He or she directs the operations of the Festival of the Sound, including all financial and business matters, grant applications, office administration, staging and production of concerts, public relations and promotion, contracting and negotiating with artists.

We are looking for an Executive Director who:

- Is a creative manager and strategic planner with demonstrated leadership skills.
- Has a keen interest in music and knowledge of the musical community.
- Is prepared to share responsibility and work closely with the Artistic Director.
- Is eager to work collaboratively with the Board of Directors and Festival staff.
- Has strong public relations skills to enable promotion of the Festival in the local community and in the larger network of musicians, arts funding organizations and sponsors.
- Is comfortable working cooperatively in a small office atmosphere.

Key Responsibilities

- In collaboration with the Artistic Director, implement the philosophy, goals, objectives and decisions of the Board of Directors in managing the Festival.

- Provide resource information required to facilitate sound, informed decisions by the Board and its committees. Manage the timely implementation of Board decisions and policies.
- Effective direction of the Festival's administrative functions, including the recruitment and management of staff.
- Manage the business, legal and financial operations of the Festival in conjunction with relevant board members and committees.
- Take leadership in preparation of annual budget of the Festival. Monitor revenue and expenditures and consult with staff and Board members about major deviations, emergencies.
- Prepare grant applications and reports to Foundations, Federal government, Provincial government, Municipal governments and other funding bodies.
- Coordinate and manage the contracting for building leases, partnership agreements, cruises, pianos, servicing, rental facilities and technical personnel.
- In collaboration with the Artistic Director, negotiate and sign contracts with Festival artists.
- In collaboration with the Artistic Director, take responsibility for staging and production aspects of Festival programmes, including sound, lighting, staging and seating.
- Provide leadership in public relations, marketing and publicity for the Festival in conjunction with relevant board committees. Manage the selection of marketing staff and determine which aspects of publicity and marketing go with that position.

Qualifications

- University degree and/or knowledge and experience in arts or business administration.
- A minimum of five years in a management position of a performing arts organization, preferably a musical organization.
- Knowledge of and passion for classical music.
- Demonstrated leadership in annual fundraising campaigns. Knowledge of planned giving campaigns will be a definite asset.
- Excellent communication, leadership and personnel management skills.
- Flexibility and ability to work under pressure.
- Excellent analytical, financial and organizational skills
- Ability to build and maintain relationships with a broad range of stakeholders.

This is a full-time, permanent position commencing in June of 2012. Exact start date to be finalized with the successful candidate.

Please send a comprehensive cover letter and résumé.

By mail to: President

PO Box 750
Parry Sound, ON P2A 2Z1

By fax: 705-746-5639

By e-mail: edsearch@festivalofthesound.ca

Application deadline: February 15, 2012