



Executive Director – Indian River Festival

The Indian River Festival, one of Canada's preeminent summer music festivals whose home is historic St. Mary's Church with its legendary acoustics, seeks an experienced and highly self-motivated leader to fulfill its mandate of presenting a summer-long concert series of world class music in the historic St. Mary's Church, Indian River, PEI.

Reporting to the Board of Directors of Indian River Festival Association Inc., you will manage the day to day operations of the Festival located in Kensington and provide leadership in developing program, organizational and financial practices. You will be the Festival's primary public Ambassador developing productive relationships with the many stakeholders of the organization - funders and supporters in both public and private sectors, the local community leader and colleagues in similar organizations.

You will ensure that Indian River Festival maintains its highly earned trust among our stakeholder ecosystem for the quality of the performances and its proprietary musical experience that continues to attract and delight audiences.

You will work with our Board marketing committee to co-develop and execute a marketing plan that encompasses printed materials, press advertising, social media, along with other innovative opportunities.

You will be expected to use current computer and social networking tools and be able to deal professionally with a wide variety of personalities to get the work accomplished. You should be well organized and enjoy being a detail minded multi-tasker.

We'd like to hear from applicants who are building a career in arts administration and who have at least 3 - 5 years of relevant experience and education.

Please send your resume in confidence to the Past Chair, Pat Hobbs at hobbspei@gmail.com. Applications should be received by October 1, 2019.

Visit www.indianriverfestival.com for more details about us.

This is a full-time position from April 1st to November 1st and part-time for the rest of the year (1600 hours in total). Ideal start date is November 1st (or earlier if mutually agreeable).

Executive Director Position Description

Roles and responsibilities

- execute the mission of the organization
- provide leadership in developing program, organizational, fundraising and financial plans
- be responsible for developing and maintaining sound financial practices
- establish and nurture sound working relationships and cooperative arrangements with community groups and organizations
- represent the programs and point of view of the organization to agencies, organizations, and the general public
- maintain official records and documents, and ensure compliance with federal, provincial and local regulations
- Co-develop with the Board marketing committee and execute an effective and innovative marketing plan
- provide direct support to the Board, Board Executive and key committees
- ensure that the Board is kept fully informed on the condition of the organization, historic St. Mary's and the Festival and all important factors influencing it
- be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers; and ensure sound HR practices are in place

Qualifications

- interest in running an organization that delivers world-class artistic programs and services
- experience in management and leadership of not-for-profit or volunteer based organization
- experience with "friend and fund" raising – successful grant writing, solicitation of corporate/public sector funding, development of supporters and partnerships
- proven ability in managing staff and interacting with a wide range of individuals
- ability to write and edit communication documents of all kinds: funding requests, business presentations, information pieces, fundraising communications
- computer literate - Microsoft Office: Word, Excel and social media
- thorough understanding of financial and budget oversight
- post-secondary education in arts or business management an asset

Personal Qualities – Human Octopus

- As this is a small organization, the ED must be both hands on to deal with immediate needs and future thinking, as well as being an incredibly resourceful and innovative leader seeking opportunities for appropriate expansion and enhancements
- Values-driven
- Must pride yourself in your rigour...the attention to detail
- Must be collaborative in working with the various stakeholders of the Festival, including staff, board, funders, artists, colleagues in other related organizations, etc.
- Must be a self-starter, capable of working with limited supervision and within agreed upon Board-Executive Director requirements
- Effective communicator (both one-on-one; in writing; presentations)
- As a steward of a valued long standing not for profit organization, he/she must behave in an ethical, accountable and transparent manner
- Lots of energy, ideas, creative, with a positive "can do" attitude