

## **Executive Director**

### **Huntsville Festival of the Arts**

Send resume and cover letter to [info@huntsville.on.ca](mailto:info@huntsville.on.ca) or PO Box 5465 Huntsville Ontario P1H 2K8

Date Posted: March 12, 2018

Application Deadline: April 15, 2018

Interview Date: April 16, 2018

Start Date: August 7, 2018

Salary: Base of \$50,000 but commensurate with experience.

Province: Ontario

Region: Muskoka

Town: Huntsville

Term: Year round contract position. Requires flexibility to work extended hours during the summer Festival period including most weekends.

Mandate of the Huntsville Festival of the Arts:

1. To increase awareness and promote the public's appreciation of the arts by providing an eclectic mix of musical, theatrical, dance and visual arts performances and exhibitions. These will be presented in a variety of venues throughout the area and involve performers of local, national and international stature.
2. To complement the existing opportunities available relating to the performing and visual arts in our area and to enhance the area's attractiveness to visitors, permanent and seasonal residents resulting in economic benefits to the surrounding businesses.
3. To provide educational opportunities for students of all ages and to encourage their participation, in an interactive format wherever possible, to develop their appreciation of the arts and identify potential career paths.

#### **Contribution to the Community**

The Festival's contribution to the Huntsville and area community can be measured from both an economic and an educational perspective. Visitors to the Algonquin Theatre where the Festival resides, shop in local stores, eat in local restaurants and stay in local resorts and hotels. The Festival itself employs local musicians and reinvests money back into the community. A number of educational initiatives including scholarships, link the Festival with the community's youth in general and aspiring young musicians specifically. Over the years the Festival has grown to include year round concerts, and fringe events which have enhanced benefits to the surrounding community resulting in a loyal base of subscribers and supporters.

## Job Description

The Huntsville Festival of the Arts (HFA) is seeking an Executive Director to begin working August 7, 2018

HFA is seeking an innovative and Executive Director who will report directly to a Board of Directors. The ideal candidate is a seasoned not-for-profit executive with significant experience in all areas of administration, including finance, grant writing, budgeting and forecasting, communications, people leadership and strategic planning. A passion for the arts is a must.

More specifically, the Executive Director will:

- Manage the finances of the Festival of the Arts along with the Board treasurer.
- Be responsible for the maintenance of the financial records on Simply Accounting of the organization including maintaining and balancing bank accounts, organizing bills and ensuring timely payment, depositing funds when required, recording all accounts receivable and following for payment, drawing on and repaying the credit line when required.
- Produce quarterly financial reports or as required by the Board.
- Prepare all year end entries and adjustments and coordinate the preparation of year end accountant prepared financial statements.
- Forecast the cash positions of the Festival accounts and advise the Board if additional funding resources are required.
- Maintain a list of corporate and personal donations and issue appropriate tax receipts.
- Prepare budgets and forecasts for the Festival as a whole and for specific committees and follow them throughout the year for accuracy.
- Along with a Board secretary, maintain the books and records of the Festival including overseeing the preparation of meeting minutes and preparation of correspondence both sundry and for the signature of the President.
- Organize meetings at the request of the President and prepare appropriate copies of agendas and supporting information.
- Maintain a home office for the benefit of the Festival and respond to all inquiries as received.
- Participate in long term strategic and operating goals including annual budgets and operation plans.
- Act on behalf of the Board to be the principal spokesperson for the Festival through media outlets, schools and community groups and a visible presence at all of the Festival events. Co-ordinate and book all media buys.
- Co-ordinate the production of all graphic material used in the brochure, banners, t-shirts, posters, prints etc.
- Oversee the production of the annual brochure and program book and coordinate the supply of current information to the printers.
- Co-ordinate the distribution of the annual brochure through various outlets and media sources and arrange promotional coverage of Festival events whenever possible.

The Executive Director also provides direct support to Committees of the Board by attending all committee meetings. The principal duties related to committees are as follows:

### **Artistic Committee (Executive Director is the committee chair)**

- Source information on potential artists including their bios and promotional material.
- Arrange permits and coordinate outdoor activities presented by HFA.
- Be the primary contact with artists and/or their agents in establishing availability, negotiating contracts, booking transportation and responding to any inquiries.
- Book appropriate accommodation and ensure rider requirements are met in conjunction with production and dressing room committees.
- Liaise with neighbouring festivals and identify artist opportunities.
- Negotiate availability and fees for all venues used by the Festival, and negotiate availability and fee for the delivery of production services to meet all rider requirements.

### **Fundraising Committee**

- Prepare solicitation packages to corporate sponsors and solicitation letters to personal donors at the request of the Board
- Act as a liaison with corporate sponsors in providing information and delivering benefits, and arranging social functions.
- Prepare all government funding requests and source out public funding/granting programs as deemed appropriate.
- Be the principal liaison with government agencies in processing claims for approved funding.
- Co-ordinate photo records of sponsors' evenings and production of thank you plaques and assist the Fundraising Committee in presenting fundraising events i.e. May Marche including acquiring silent auction prizes, food service supply and venue arrangements.

### **Summary of Qualifications**

- The Executive Director should have a university degree in a related field or an acceptable combination of education and experience.
- Significant experience operating a not for profit organization or event in a senior role.
- Experience in finance, budgeting and reporting.
- Available evenings and weekends, particularly throughout the busy summer season.
- A solid understanding of the demographics of our community.
- Grant writing experience and knowledge of federal and provincial legislation affecting not-for-profit organizations.
- Strong communication, speaking and presentation skills.
- A passion for the arts.