



NEW POSITION OPENING - EXECUTIVE DIRECTOR

This is an exciting opportunity for someone who is passionate about community arts and music. We are currently searching for an **Executive Director (ED)** to replace our outgoing Executive Director. Orchestra Toronto, founded in 1954, is the Orchestra in Residence at the beautifully appointed, state of the art George Weston Recital Hall in the Toronto Centre for the Arts.

The Executive Director's mandate is to assist Orchestra Toronto (OT) in the achievement of its vision, mission, and goals by administering the day to day operations of the orchestra and executing on the strategic direction set by the Board of Directors. You will also support the Music Director in the pursuit of artistic activities and be the first point of contact on behalf of the orchestra.

This is a permanent position with a 4 day per week commitment. The role is based in The Toronto Centre for the Arts, and the starting annual salary is \$37,000. The incoming ED will be part of a transition, therefore we are seeking to have someone start in April 2017.

SKILLS AND KNOWLEDGE

Must-haves for success in this role include:

- Experience preparing grant applications, graphics and social media savvy.
- Strong interpersonal and written and verbal communication skills to effectively assist a diverse group (includes Board members, musicians, guest artists, sponsors, ticket subscribers, volunteers, etc.)
- Self-motivated and responsive to all projects, assignments and enquiries to meet deadlines.
- Strong organization skills and experience prioritizing multiple competing tasks. Must have excellent attention to detail to ensure financial data and filing system are maintained and current.

DUTIES & RESPONSIBILITIES

Orchestra Operations and Personnel:

- Manage and oversee all aspects of concert and rehearsal productions, rentals, contracts, volunteers, etc.
- Provide leadership and direction to the Personnel Manager, Stage Manager and Librarian on all operational matters not covered by the Music Director.
- Update and collect yearly membership packages and schedules, and monitor membership policies (developed in co-operation with the Personnel Manager and Music Director), and maintain complete records of orchestra musicians.
- Co-ordinate and communicate rehearsal and concert dates to musicians, guest artists, patrons, sponsors, Board members and external parties as required.
- Support the Music Director to secure guest artists and arrange contracts.

- Communicate directly as required with the Music Director, Personnel Manager, section principals and musicians and members of the Board and the Executive.
- Keep records and arrange payment for paid orchestra positions and extra musicians.
- Design and produce all concert programmes, signage and displays.
- Arrange additional production requirements at concerts including setup and Front of House.

Sales and Promotion:

- Liaise with the Box Office Manager in regard to all matters relating to subscription (new and repeat), single-event, group and promotion ticket sales programs.
- Run yearly subscription renewal campaign.
- Manage the content, planning, design, printing and distribution of all sales and marketing communications.
- Research and implement new advertising and partnerships, and arrange placement in the appropriate media (print, radio, web, etc.).
- Ensure that the web site is attractively maintained and includes accurate, complete and current content. Also ensure this for social media sites (Facebook, Twitter, etc.)
- Write and distribute media releases for all concerts, events and major announcements.

Fundraising:

- Prepare and submit grant applications to the Toronto Arts Council, Ontario Arts Council and other granting bodies, as required.
- Manage Bingo licences; file regular activity reports as required, oversee and maintain financial and other records related to Bingo activities, including monitoring cash shortages. Plan and implement (with assistance from Fundraising Committee) other fundraising events (concert raffles, smaller events, concert fundraiser sales).
- Source donations (in kind, items and monetary) for raffles, operational services and events.

Administrative:

- Assist the Treasurer in the preparation, monitoring and control of the orchestra's annual operating budget.
- Perform financial transactions, such as deposits, transfers, invoices, bill payments, issuing of charitable receipts and donor acknowledgements.
- Maintain in good order all financial records and other office documents for the Treasurer to prepare financial statements and reports to be presented to the Board.
- Prepare and monitor reports and contracts required by the organization, e.g. insurance, annual statistical reports to national bodies, grant applications, as well as contracts for venue (Toronto Centre for the Arts), guest artists and section principals, among others.
- Assist the Chair of the Volunteer Committee in co-ordinating the recruitment, orientation, assignment and recognition of volunteers.
- Attend all board meetings and report on activities as well as provide industry knowledge and guidance.
- Manage and oversee all aspects of daily orchestra operations; vendor sourcing and liaison.
- Oversee annual Concerto Competition administration and arrangements.
- Oversee, source and mentor Apprentice Stage Managers and Conductors and those programs.
- Mentor and oversee RBC Student Fellowship program.
- Arrange venue bookings as required for additional meetings/event (sectionals etc.)
- Attend all rehearsals and provide production and administrative support.

To Applicants: Please send your cover letter and resume to Sharyn Goldberg, Board Chair, at hr@orchestratoronto.ca by February 28th, 2017.