



Debut Atlantic Executive Director

Revised: April 2018

Position Overview:

The Executive Director's primary role is to direct and manage Debut Atlantic and promote the mission of Debut Atlantic which is:

To foster connections between emerging artists and communities of all sizes throughout the Atlantic Region through live classical music and educational programs.

Debut Atlantic seeks an experienced, ambitious, talented and self-motivated leader to fulfill its mandate of promoting classical music in the Atlantic Provinces.

You'll take the lead in identifying and mentoring emerging Canadian artists and making them available to Atlantic Canadian communities through presenters and their audiences and music educators, to excite and inspire their students.

Based in Halifax, Nova Scotia and reporting to a Board of Directors, this full-time position will have the full responsibility for the planning and execution of Debut Atlantic's programs. You will develop productive relationships with the many stakeholders of the organization - funders and supporters in both the public and private sectors, and colleagues in like-minded organizations. You will ensure that Debut Atlantic continues to be relevant and highly respected for the quality of the performers and the support provided to presenters and educators to attract and delight audiences.

You will be expected to use computer and social networking tools and to be able to interact professionally with a wide variety of personalities to accomplish the goals of the organization. You should be well organized and enjoy being a detail minded multi-tasker.

Established arts administrators with at least 5-7 years of relevant experience and education with sensitivity to the classical music genre are invited to apply. Bilingualism (French and English) is considered an asset.

The position is full-time (37.5 hours per week). Please visit www.DebutAtlantic.ca for more information on the organization.

Please submit your cover letter and resume to DebutAtlanticHR@gmail.com. The Deadline for applications is 5pm E.T. May 7, 2018.

**Please note: Full job description is available in English only.*

Description du poste de directrice générale ou directeur général

Révisé en avril 2018

Aperçu du poste

Le directeur général ou la directrice générale a pour rôle principal la direction et la gestion de Début Atlantique, ainsi que la promotion de sa mission, qui est la suivante :

Créer des liens entre les artistes émergents et les communautés de toutes tailles dans l'ensemble de la région de l'Atlantique par la musique classique en direct et les programmes de formation.

Début Atlantique est à la recherche d'un leader d'expérience, avec de l'ambition, du talent et de la motivation pour remplir son mandat de promouvoir la musique classique à travers les provinces de l'Atlantique.

Cette personne devra prendre l'initiative de reconnaître et guider des artistes canadiennes et canadiens en émergence pour les faire découvrir aux populations du Canada atlantique par l'entremise d'organismes offrant des présentations au public, ainsi qu'aux professeurs de musique, afin de générer l'enthousiasme et d'inspirer leurs étudiants et étudiantes.

Ce poste à temps plein est basé à Halifax, Nouvelle-Écosse, et relève du Conseil d'administration. La personne choisie aura comme entière responsabilité la planification et la mise en œuvre des programmes de Début Atlantique. Il ou elle verra à l'établissement de relations fructueuses avec les nombreux intervenants et les nombreuses intervenantes au sein de l'organisation – bailleurs de fonds et partenaires des secteurs publics et privés, et collègues au sein d'organisations partageant la même vision. Elle ou il assurera le maintien de la pertinence et la réputation de haut niveau dont bénéficie Début Atlantique dans le milieu musical, de par la qualité des interprètes et le soutien apporté aux présentateurs, présentatrices et professeurs, pour attirer et séduire le public.

Vous devez être à l'aise à l'ordinateur et avec les outils de réseautage social, afin d'être en mesure d'interagir de façon professionnelle auprès d'un large éventail de personnalités pour atteindre les buts de l'organisme. Vous devez faire preuve d'habiletés organisationnelles, être attentif aux détails, ainsi qu'être à l'aise en mode multitâches.

Si vous œuvrez de près ou de loin dans un domaine artistique et que vous avez une expérience pertinente d'au moins 5 à 7 ans et une scolarité ayant rapport avec la musique classique nous vous invitons à déposer votre candidature. Une formation en musique classique et le bilinguisme (français et anglais) sont considérés comme des atouts importants.

Ce poste est à temps plein (37,5 heures par semaine). Pour plus de renseignements à propos de l'organisme, rendez-vous au www.DebutAtlantic.ca.

Vous pouvez soumettre votre lettre de présentation, ainsi que votre curriculum vitae à DebutAtlanticHR@gmail.com. La date limite pour la présentation des demandes est le 7 mai 2018 à 17 h, heure de l'Est.

Background

Debut Atlantic will be celebrating its 40th Anniversary in the 2019-20 Season and has a specific mandate to help ensure that classical music thrives in the Atlantic Provinces. It achieves this ambitious goal by providing emerging and established Canadian classical music artists with an opportunity to perform to a wide range of audiences and be mentored in this region as part of their professional career development. In addition, Debut Atlantic touring artists are available to offer their knowledge and experience to music students, and often community members, of all ages and levels of ability throughout schools and universities while on their tour with Master classes, school performances or other opportunities.

Debut Atlantic accepts applications from artists to participate in five yearly tours and through a rigorous selection process led by its Artistic Selection Committee, selects performers who are then made available to Presenters. These presenters are locally based organizations who provide classical music and music education opportunities in their communities. Additionally, whenever possible, Debut Atlantic artists may perform for or interact with community members outside of a traditional concert setting.

Each year, Debut Atlantic offers an annual Award for Musical Excellence, which consists of a \$1,000 cash prize as well as performance and mentorship opportunities, to an outstanding Atlantic Canadian high school student as selected by one of Debut's esteemed alumni.

The Executive Director supervises a Program Officer, often a summer student, and works closely with a bookkeeper on a monthly basis. The Program officer is an integral part of the Debut Atlantic team, responsible for much of the day to day such as financial updates, website and social media, tour logistics, and design aspects associated with the organization.

Functions/Tasks:

The Executive Director is responsible for:

Management of Debut Atlantic resources by:

- Preparing reports for the Board of Directors, funders, and stakeholders on the activities and results of Debut Atlantic programs and funding;
- Accessing resources of federal and provincial funding agencies and preparing and submitting applications and reports to these agencies as required;
- Experience with successful grant writing, solicitation of corporate/public sector funding, development of supporters and partnerships;
- Investigating and securing private sector sponsorship for Debut Atlantic while respecting relationships that presenters have in their own communities;
- Operating in a financially responsible manner, utilizing financial resources in a way that best serves the purpose and goals of Debut Atlantic;
- Developing a yearly operating budget with quarterly report of financial position to the Board of Directors;
- Maintaining Debut Atlantic finances, all expenses & receipts, and preparing for annual audit.

Debut Atlantic Organizational Development by:

- Maintaining a national profile for Debut Atlantic – its artists and network;
- Facilitating the further development of this network in consultation with the Board of Directors of Debut Atlantic;
- Implementing programs as articulated in the Debut Atlantic Vision, Mission, Mandate, and Values statements;
- Developing and maintaining partnerships with other touring networks and like-minded organizations on a local, provincial, regional and national level;
- Working under the direction of the Debut Atlantic Board of Directors, and with other relevant organizations, agencies and individuals to identify and develop directions for Debut Atlantic to support and enhance opportunities for the presentation of professional classical in Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland & Labrador;
- Working under the direction of the Debut Atlantic Board of Directors, assisting in the development of the organization. Typical activities will include assisting the Board with Strategic Planning Sessions, representing Debut Atlantic at meetings/ conferences, and acting as a liaison between the Debut Atlantic and funding agencies and government departments;
- Communicating changes and developments in the cultural field throughout Canada that affect the future of the Debut Atlantic organization and its constituents.

Performing Artist Development by:

- Developing and publicizing performing artist tour requirements and application information;
- Evaluation and facilitation of the application process for the Artistic Selection Committee;
- Provide agents and artists with feedback and direction on the direction of the organization, support and guidance in submissions, and developing an effective strategy for Contact East;
- Negotiation of touring contracts with performing artists/agents;
- Providing artists/agents advice and direction on touring performance programme repertoire;
- With the assistance of the Program Officer:
 - Developing all artist tour information, logistics and tour travel details and providing same to touring artists in a timely manner including coordinating and booking all logistics including travel (air & ground), accommodation and other logistics;
 - Creating itineraries for the touring artists;
 - Acting as tour manager and accompanying artists on tour as required.

Debut Atlantic Community Presenter Development by:

- Confirming and communicating performance requirements for the tours;
- Developing and distributing performance publicity material and concert programmes to participating presenters and touring networks as required;
- Working with and developing a relationship with individual presenters to be able to support them in their classical programming choices;
- Presenting educational concerts or workshops when requested by organization or touring networks.

Debut Atlantic Performance, Education, and Engagement Activities by:

- Application to and participation at relevant performing arts conferences, specifically Contact East and CAPACOA as well as others as budgets allow;
- Working with school boards across the region to ensure schools are aware of the *Debut Goes To School* program;
- Attending the Nova Scotia Music Educators' Conference annually;
- Creating and nurturing relationships and partnerships with schools, school boards, community organizations to create opportunities to reach students and community members;
- Steward current and source new funding opportunities to support outreach activity;
- Through the use of Debut Atlantic created resources, assist and guide artists in the creation of effective outreach programming.

Supervision/Reporting:

The position is directly accountable to the Debut Atlantic Board of Directors. However, there is a high degree of independence in planning and day to day execution of the work. The Program Officer reports directly to the Executive Director. ED also works closely with and provides guidance to contract professionals including bookkeeper, graphic designer, and summer student.

Skills/Knowledge:

The skills/knowledge for this position would likely be obtained through completion of post-secondary education at a diploma or university level. Experience and/or training specific to leading and managing an organization with a national/regional focus are desired. Exceptional communication skills and an understanding of the cultural community in Canada are essential. The position also requires an individual with excellent skills in organization, attention to detail, and ability to work independently and the incumbent must demonstrate comfort, effectiveness, and originality with social media, marketing, and communications. Must be able to guide and work with Program Officer to implement annual touring, design, and financial activity. Bilingualism and an appreciation or sensitivity in Classical Music are definite assets.

Personal Qualities

- As this is a small organization, the ED must be both hands on to deal with immediate needs and future thinking, seeking opportunities for appropriate expansion and enhancements;
- Must be collaborative to work with the various stakeholders of Debut Atlantic, including board, funders, presenters, artists, colleagues in other related organizations, among others;
- Must be a self-starter, capable of working with limited supervision and within agreed upon Board-Executive Director requirements;
- Effective communicator (one-on-one; in writing; presentations)
- As a steward of a valued long standing not for profit organization, and of public and corporate funds, must behave in an ethical, accountable and transparent manner;
- Energetic, innovative and creative, with a positive "can do" attitude and comfortable with travel within the region and nationally;
- Able to work flexible hours as required (i.e. attend evening concerts, weekend board meetings, occasional touring);
- Technology skills: MS Office, In Design, Adobe Professional, Website management (Wordpress), basic IT troubleshooting skills (Windows and basic networking);
- Possess a valid driver's license. Driver's Abstract may be required.

Special Conditions of Employment:

The operating environment of a regional organization is such that the Executive Director may, at certain time throughout the organization's yearly activities, be required to work extra hours to meet the need of the organization and its constituents. The Executive Director needs to be flexible in the work schedule and recognize these seasonal activity requirements. Time off in lieu of this overtime will be available along with the annual vacation earned. Financial support is available towards a mobile phone plan. Starting Salary Range: \$47,000 - \$49,000/annum.