



Job Description

Executive Director, Camerata Nova Winnipeg, Manitoba

Background on Camerata Nova

Camerata Nova, a Winnipeg-based vocal group, has fearlessly advanced its unique art form since 1996. To the delight of audiences across the prairies and beyond, the group is committed to designing and performing profound/surprising musical experiences in early, contemporary and Indigenous music. Camerata Nova has commissioned more than 50 new Canadian works, recorded four albums, participated in national festivals and received national acclaim for its original contributions to truth and reconciliation. Its diverse and original vision sets it apart from other choirs in the country.

Camerata Nova offers an annual series in Winnipeg of three concerts (six performances). It also does guest appearances at local and national festivals and with other Manitoba arts groups. Each year it employs approximately 30 professional musicians (local and international), including our 14 singers who are paid a modest amount for each concert. Our total annual audience, excluding guest appearances, is 2500-3000 people. We are committed to:

- education outreach in Northern Manitoba in partnership with the National Arts Centre and the Frontier School Division;
- education/development of early music in Manitoba with informative programs, public lectures and workshops;
- development of music/performance which bridges the Indigenous and classical worlds.

Camerata Nova has a volunteer Board with a full slate of 12 Directors and Board Committees for Music, Finance, Governance, Marketing, Development, Production and Front of House. We have a long-range strategic plan and a three-year business plan and receive regular funding from the Canada, Manitoba and Winnipeg Arts Councils. We are graduates of the Performance Builder Program of Arts Stabilization Manitoba and committed participants in ArtSupport Manitoba. A registered charity incorporated in the province of Manitoba, Camerata Nova has had only one deficit in its 21 years of operation.

General Responsibilities of Executive Director

The Executive Director is expected to:

- Support the development of the strategic vision of Camerata Nova
- Handle the administration of its concerts, tours and programs
- Secure government and major foundation funding
- Implement marketing/promotion strategies
- Manage budgeting and day-to-day financial processes
- Act as an ambassador and promoter of the group
- Ensure that the organization is effective and responsive to its stakeholders and mission

Specific Responsibilities

Governance

- Act as ex-officio member of the Board of Directors and the Music, Finance and Marketing Committees of the Board
- At the discretion of the Board, make every effort to attend all Board meetings (nine per year) and meetings of above-specified committees (four per year each)

- Provide input to the Chair on Board agendas and provide other support as needed
- Cultivate strong Board relationships

Strategy

- Support and participate in the Board's process for the development of Camerata Nova's three-year strategic plans
- Support/implement annual business plans
- Track progress on plans and report to the Board

Marketing

- Participate in development and implement the annual marketing plan
- Working with designers/printers, prepare and distribute the season brochure and all other public communication pieces
- Handle or oversee all advertising and promotion
- In concert with the Development Manager, create and implement a publicity plan, including press releases for each concert or event
- Handle and/or oversee a planned, active social media program
- Prepare and arrange printing of concert programs
- Manage our website, including information updates, technical enhancements and periodic re-design
- Prepare ads for concerts/merchandise

Finance

- Prepare and make bank deposits, gather necessary documents and write cheques
- Work with bookkeeper and Treasurer to ensure accurate, timely data is available on financial transactions
- Work with Treasurer and Finance Committee to prepare the annual budget
- Work with Treasurer to prepare concert statistics, year-to-date statements and year-end outlooks for the Finance Committee and the Board after each major concert
- Prepare budgets and final financial reports for grant and other funding applications
- Negotiate, manage and provide reports on financial arrangements related to collaborations or special projects
- Support the Treasurer and the bookkeeper in the preparation of annual financial statements and CRA reports

Artistic Support

- Work with the Artistic Director and the Music Committee to ensure a strong mutual understanding of our artistic vision and plans
- Implement Music Committee decisions by booking venues, contracting with guest artists, making travel and billeting arrangements for guest artists, negotiating and documenting contracts with performance partners and arranging for payment of all performers, technicians and related service providers

Fundraising

- Write and manage all government and foundation grant applications (currently eight organizations)
- Research, identify and pursue new government and foundation grant opportunities
- While the Executive Director has oversight responsibilities, private sector funding and sponsorships, including donor management, will be the responsibility of the Development Manager working with the Development Committee

Special Programs

- Oversee/handle the administration of our education outreach program
- Supervise the activities of the Outreach Administrator for *Singing the Land* (our education outreach program)
- Identify meaningful outreach initiatives which are within our financial/administrative capacity and aligned with our strategic direction.

General Administration

- Answer the Camerata Nova phone and manage the organization's email and other correspondence, responding/redirecting as appropriate
- Handle sales of subscriptions, advance tickets, on-line music via Camerata Nova Publishing and merchandise (phone, mail, e-mail or website)
- Prepare all ticket requests for Front of House management at concerts and participate in Front of House sales activities as requested by the Front of House Committee
- Maintain our SUMAC system for donor/subscriber/casual-ticket-holder mailings and statistics
- Pick up mail from our post office box on a regular basis
- Support volunteer activities as appropriate
- Maintain an up-to-date list of Camerata Nova's equipment inventory
- Prepare an annual T-4A spreadsheet
- Prepare the SOCAN report

Executive Director Qualifications

- Demonstrated non-profit management experience, preferably in a performing arts organization, or comparable experience
- Strong leadership, focus and self-direction
- Proven efficient administrator – identifies/handles details quickly and accurately
- Excellent written and oral communication and outstanding interpersonal skills
- An open collaborator who works well with others and enjoys sharing and supporting
- Proven ability to secure grants
- Strength in implementing/improving processes in a complex, informal environment
- Excellence in communications technology, including:
 - Skilled user of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
 - Significant experience in desktop publishing of concert programs or similar documents using Adobe InDesign, Photoshop and Illustrator
 - Significant knowledge/experience with maintenance of WordPress-based websites and social media management including Twitter, Instagram, Facebook, SnapChat, etc.
- Proven strength in social media communications
- A passion and understanding of the performing arts
- A background in classical music strongly preferred
- Bilingualism an asset

Requirements of the Job

This is a full-time contract position which will require the incumbent to manage a workload with significant peaks and valleys related to the timing of concerts and other events. Evening work is required both for Board and other volunteer meetings and concerts. In addition to the Executive Director, Camerata Nova employs a Development Manager and a part-time bookkeeper, and benefits from skilled volunteer contributions as necessary. It is expected that the incumbent will work from their own home office. Relevant communication and Macintosh computer equipment/software will be provided. Access to a vehicle, a valid driver's license and the ability to carry 20 lbs of printed and other material over limited distance are preferred. Engagement of incumbent is subject to acceptable results on a Police Information Check.

Compensation

Salary is \$40,000+ per year, depending on experience/qualifications with room for increases in future years as revenues/scope expand. We offer four weeks' annual vacation and there is a modest budget for the personal professional development of the Executive Director. Out-of-pocket expenses, including mileage, will be compensated.

How to Apply

Please reply by email with a cover letter, professional résumé and 2 business references.

All qualified applications will receive consideration for the position without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, ability or age.

Start Date

Proposed start date of position is June 1, 2018. Applications will be accepted starting February 20, 2018. The position will be filled once a suitable candidate is found.