

“...awakening, nurturing and sharing the magic of voices in harmony.”

WHO WE ARE

The Adult Recreational Choir Society of Calgary (ARC) was formed in 2002 to provide creative and challenging opportunities for adults to enrich their lives through musical expression and performance. Growing to four choirs under the ARC umbrella over two decades, all programs are non-auditioned and feature challenging, eclectic and diverse repertoire. A very diverse membership that comes from different backgrounds, ages and stages, adds variety and creates a stimulating and supportive community environment for all. ARC performances are characterized by professional staging, colorful costumes, and choreography complementing the music.

Prior to 2020, the choirs performed two main concerts each year; a Christmas show with a portion of proceeds given to a local charity, and a season finale at the Martha Cohen Theatre. Audience support for these productions has grown to more than 2,500 people annually. In addition to these signature events, the choirs perform local, free community shows, participates in ChoralFest, and hosts a Talent Show for our membership each spring. All programs have been amalgamated due to the pandemic and activities, performances and events adapted to a virtual environment since March 2020.

ARC is most distinguished from other similar community choirs in a number of respects, most notably a strong and committed membership who not only enjoy singing together, but who also form strong personal connections. Programs are supported by dedicated volunteers who contribute an estimated 5,000 hours each season to areas vital to ARC's success. Funding comes from a variety of sources, including membership fees, grants, sponsorship, donations, casino revenue and ticket sales. ARC is a registered charitable organization. More information can be found at www.archoirs.org.

POSITION OVERVIEW

This exciting and unique opportunity to contribute to the cultural fabric of our community takes on added importance during the global pandemic. Celebrating its 20th Anniversary in 2022, ARC has adapted to challenging circumstances throughout its history and emerged a stronger, more vibrant organization. The next ARC Executive Director will have the opportunity to rebuild a flourishing arts organization whose members have been unable to gather together since March 2020. A brilliant future awaits and the strength of our community will ensure we thrive again.

Responsible to the Board of Directors, the Executive Director (ED) ensures the efficient and effective delivery of ARC programs in alignment with the vision, mission and Strategic Plan. Together with the Operations Team including a Business Manager and Program & Communications Administrator, the ED provides operational and strategic oversight of all aspects of operational and administrative functions. Alongside the Artistic Director, the ED will build a cohesive, inclusive and high-performance team while actively promoting a positive community atmosphere within ARC. Preparing the organization for a safe re-entry post-pandemic will be a top priority for the incumbent.

The Executive Director, together with the Artistic Director, works closely with the ARC Board of Directors in achieving the goals established in the Strategic Plan. Three key focus areas have been identified: Financial Stability, Program Development and Systems & Supports. Additionally, development of key metrics and analytical tools for evaluation and decision-making; stewardship of organizational vision, mission and governance instruments; and providing oversight of human resource management for members, staff and volunteers are important governance objectives established in the Strategic Plan.

The ED will focus on four primary areas of responsibility:

PANDEMIC RESILIENCY & RE-ENTRY

The global pandemic has significantly impacted ARC operations and program delivery, including a reduction in resources available for full operational support. Simultaneously, ARC celebrates its 20th Anniversary in 2021-22, presenting an important opportunity for engaging our community. Transitioning the organization back to in-person

activities will require a careful, collaborative, strategic and methodical approach. Working with the Re-Entry Committee, the ED is expected to play an important part in the successful resumption of normal operations

ORGANIZATIONAL LEADERSHIP

The ED is responsible for leading and executing an operational plan for the coming season in support of the Strategic Plan and Program Plan. Together with committees of the board and volunteers, the ED ensures the operationalization of strategic priorities, including identification of opportunity to improve services, enhance efficiency and streamline business functions wherever possible.

ADMINISTRATIVE & HUMAN RESOURCE MANAGEMENT

The ED plans the non-artistic human resource needs of ARC, including paid and volunteer positions. This includes recruitment, training, supervision, evaluation and management of the Operations Team. With a continuous improvement and customer service-oriented mindset, the ED contributes to the ongoing development of ARC systems infrastructure.

FINANCIAL MANAGEMENT, FUND DEVELOPMENT, GRANTS & GAMING

The ED is responsible for developing the annual budget, project budgets and business financial plans in conjunction with the AD, Business Manager and Finance Committee/Treasurer. In addition, the incumbent will ensure an annual fund development plan is developed with the Fund Development Committee; gaming licensing and reporting requirements fulfilled; and grant applications to principal funders and reports are submitted on ARC's behalf.

QUALIFICATIONS:

- Post-secondary education in a business or related discipline
- Minimum 5 years' experience supervising, managing and leading staff and volunteers in a not-for-profit organization; prior experience working with a Board of Directors desirable
- Previous arts administration experience as a volunteer or professional preferred
- Exceptional project and financial management skills; event production, audience development and/or performing arts experience an asset
- Superior oral and written communication and interpersonal skills; ability to work with a diverse stakeholder group
- Customer service focus
- Familiarity and experience working in digital platforms; comfort and experience in online marketing, website development and systems integration considered an asset

TO APPLY:

Please note this is a part-time, contract position.

Include: Please include a covering letter outlining your interest and availability
Deadline: May 29, 2021
Submit to: Chair, Executive Director Search, ARC
Address: ED-Search@archoirs.org

We thank all applicants for their interest.
Only those candidates selected for an interview will be contacted.
All interviews will be conducted in a virtual format.



