



Executive Director, Calgary Performing Arts Festival

Opportunity

The Calgary Performing Arts Festival (CPAF) is an integral part of the Calgary arts community and for 91 years has encouraged and supported amateur performing arts for all ages and skill levels.

The CPAF is searching for a dynamic and strategic-minded Executive Director to drive the organization forward – someone with a big heart and even bigger following – to take us to the next level in support of amateur performing arts.

Before Covid, CPAF produced one of the largest annual, competitive festivals in North America, with approximately 3,700 youth and 10,000 entries. The difficult transition through Covid is not unique to CPAF as an arts organization, and we are looking for a leader with vision and big-picture thinking who is happy to roll up their sleeves to get the job done and move us to the next level of innovative performance.

Position Overview

The Executive Director (ED) reports to the Board of Directors and leads the strategic direction, goals, and actions to support the vision and mission of the CPAF. The ED is accountable for leading the operations, programming and implementation of the annual festival(s). This role currently works remotely with part-time contractors as needed, although this is flexible and negotiable with changes due to the global pandemic.

The ideal candidate is a creative and innovative professional with a proven record of achievement in arts management (preferably music), program planning, community liaison and partnership, and fund development.

Responsibility and Accountability

This is a leadership role that directs, plans and organizes the administration, operations, and fundraising components of CPAF events.

Responsibilities include:

- Develop new strategies, ideas and opportunities for the CPAF to fulfill its mission
- Lead and coordinate marketing, public relations, social media and website
- Ex-officio member of the Board of Directors. Organize and participate in meetings, and support all strategic plan initiatives

- Manage day-to-day operations of the CPAF
- Develop forecasts, and manage operational budgets and expenditures
- Document and manage all data and processes
- Lead fundraising, engage new sponsor donations and steward existing donors
- Hire and oversee contractors as required
- Coordinate the annual CPAF events including:
 - Create annual calendar of events, including multiple events throughout the year
 - Manage registration and confirmation of all students
 - Hire adjudicators and schedule festival classes
 - Oversee and facilitate student performance events
 - Book venues and adjudicator accommodation
 - Communicate with parents and students, music teachers, performing arts studios, schools, post-secondary institutions, festival alumni, and other music organizations
 - Represent Calgary at the Provincial and National levels as required
 - Oversee all aspects of annual festival events

Qualifications

- A Bachelor's degree in a relevant field and a minimum 5 - 7 years' experience in the non-profit sector, or a combination of education and related experience in the performing arts.
- An interest in encouraging excellence in young musicians, singers and speech performers
- Excellent verbal and written communication skills including creative and grant writing skills
- High degree of professional presentation skills and ease in presenting to all levels of the organization from Board to staff, stakeholders, and the community-at-large including: government, funders, media and potential supporters
- Strong administrative and organizational skills with a high degree of attention to detail and the ability to work with multiple projects and demands simultaneously
- Self-motivated, self-directed and able to make decisions and solve problems
- Ability to prioritize and meet deadlines in a fast-paced environment
- Strong people skills including an ability to inspire others and manage conflicts
- Proven ability to ensure effective overall administration and sound fiscal management
- Willingness to learn and accept new challenges

A police information check/vulnerable sector search will be required.

This job description indicates the general nature and level of work expected of the position. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the position.

Compensation Type: Compensation and benefit package will be commensurate with experience and credentials.

Please send your resume to:

ym@cpafestival.ca

While only qualified candidates will be contacted for an interview, we will respond to each applicant directly.

Thank you for your interest.