

GENERAL MANAGER

New Music Concerts (NMC)

Deadline: May 1, 2019

Position: General Manager

Type: Full-time

Start Date September 3, 2019

Location: Toronto, ON - Downtown

Reports to: Board of Directors

THE ORGANIZATION

NMC is a leader in promoting, performing and showcasing innovative, world-class contemporary music. Established in 1971 by Robert Aitken and Norma Beecroft, and for almost 50 years presenting some of the most significant new compositions in the Canadian and international repertoire, NMC has a unique place in the history of music in Canada. We are now embarking on a bold and exciting new chapter as we celebrate 50 years under the direction of Artistic Director Robert Aitken, and transition over the coming years to our new Artistic Director, Brian Current.

NMC presents an annual subscription concert series, including many world and Canadian premieres as well as commissioned works by emerging and established Canadian and international composers. NMC's activities include education, outreach, mentoring programs, video and audio recordings and touring. We are committed to a future of working with artists from visible and invisible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities, immigrant, refugee, and other marginalized and racialized communities.

THE POSITION

NMC is looking for an enthusiastic, dynamic, well-organized, self-directed and motivated creative arts management professional who wants to enhance the artistic and organizational excellence of one of Canada's most celebrated music presenters. This administration leader will provide general management to our organization as we move forward. The successful candidate will build and maintain relationships with our stakeholders and keep our organization running smoothly, building on our accomplishments and steering us into the future. Working closely with our Artistic Directors and reporting to our Board of Directors, the General Manager is the lead administrator of NMC. This position will support both projects and education initiatives, while contributing to the collective work of the organization. The General Manager will be responsible for the planning, management, supervision and execution of all of NMC's operations, according to the strategic priorities approved by the Board. This position requires knowledge of the arts and arts councils, development, concert production, financial management, office administration, as well as marketing and social media, while offering the successful candidate opportunity for growth, experience and autonomy.

PRIMARY ROLES AND RESPONSIBILITIES

PLANNING AND PRODUCTION

Concerts and Rehearsals: focuses on creating world-class productions and facilitating communication among artists. Includes:

- In conjunction with Artistic Directors, outline season events and objectives, with full awareness of potential conflicts with other music events in town.
- In consultation with the Artistic Directors, hire best available musicians, as required, and manage the artist database.
- Prepare, manage, and implement all artist and production contracts, including liaising with the Toronto Musicians Association (TMA) and other organizations, as required.
- Oversee all logistical aspects of productions, to meet artist, audience, and organization needs, including, but not limited to, the 4-7 annual concerts, plus occasional educational initiatives, webcasts, and special events.
- Book rehearsal space and facilities and arrange any instrument rentals and cartage required.
- Book concert halls and organize production, rehearsal, and dress rehearsal schedules.
- Order music from publishers (or obtain directly from composers).
- Make safety copies and distribute the original music to musicians well in advance of rehearsals.
- Make safety copies of conductor scores for markings.
- Coordinate production and printing of concert programs.
- Print tickets for concerts where the venue does not provide box office.
- Handle advance ticket sales and subscriptions and concert night box office when not provided by venue.
- Organize receptions (Special Occasion Permits, purchase wine and food).
- Book travel arrangements as required, both for NMC musicians on-the-road and out-of-town guest artists .
- Assist non-resident artists with work permits and CRA-compliance documents.

ADMINISTRATION AND OPERATIONS

Leadership

- Work closely with the Artistic Directors and the NMC Board in the development of the strategic plan to guide the organization.
- Act as a professional advisor to the Board in all aspects of the organization's activities.
- Draft policies for the approval of the Board and prepare procedures to implement the policies.
- Review existing policies, as required, and recommend changes to the Board, as appropriate.
- Organize board meetings, as needed, for updates, application approvals, fundraising, new initiatives, including venues, agendas, provide and edit minutes.
- Attend board meetings.
- Conduct official correspondence on behalf of the Board, as needed.

Office

- Manage all day to day operations, correspondence, bookkeeping and financial operations.
- Manage all phone and email communication, and NMC's website.
- Manage the office space and negotiate and maintain lease agreements, utilities contracts, office equipment, insurance obligations, etc.
- Knowledge of Sage accounting, Microsoft Excel, Word and Outlook.
- Ensure compliance with all Occupational Health & Safety Act and security standards, including employee training, facility inspection and security of the premises.
- Ensure NMC remains compliant with all relevant laws and regulations as they pertain to the organization.
- Prepare, manage, and implement all employment and service contracts.
- Recruit and manage volunteers.
- Recruit, hire, and mentor student internship positions.

FINANCIAL

- Plan season budgets, including individual concert budgets.
- Accounts payable (issue cheques).
- Accounts receivable (issue invoices).
- Accounts reconciliation and preparation of financial summaries and financial reports, as required.
- Use Sage (Simply Accounting) software to manage books.
- Prepare materials for annual audit in conjunction with accountant.
- Ensure that the organization remains compliant with all CRA and other relevant regulations.
- Ensure all funder, sponsor, and government regulatory obligations concerning financial reporting, grants, tax collection, and remittances are met.
- Manage cash-flow.

FUNDRAISING AND GRANT APPLICATIONS

In consultation with the Artistic Directors:

- Draft and execute an annual fund development plan, encompassing individual giving and private and corporate foundations.
- Write annual (and multi-year as required) applications to funders: private donors, public donors, corporate donors, councils and foundations.
- Manage all fund development activities, including grant writing, cultivation and stewardship of donors, event planning and identifying new resources.
- Stay abreast of policy developments of the funding organizations.
- Develop fundraising strategies and prepare sponsorship and fundraising materials.
- Identify new prospective individual and corporate donors, in addition to foundations and project-based grants in the public sector.
- Solicit, process, and record donations; produce and file tax receipts and ensure proper recognition.
- Ensure donor data management processes are up-to-date.

- Ensure the organization's compliance with funder guidelines.

MARKETING AND PUBLICITY

In consultation with the Artistic Directors:

- Oversee overhaul and development of the NMC website.
- Develop and maintain an active social media presence.
- Develop marketing plans and campaigns to expand NMC's audience.
- Negotiate “season buy” for advertising space in The WholeNote with media sponsorship arrangement.
- Write press releases and newsletters in advance of all concerts.
- Coordinate social media, print advertising and flyers for each concert
- Manage all aspects of communications, from web presence to external relations – newspapers, radio, TV and social media.
- Oversee creation and production of the season brochure and related material.
- Purchase and oversee the design of print ads.
- Oversee creation of concert printed programs.

POSITION REQUIREMENTS

- Post-secondary degree or diploma or its equivalent, with 3-4 years of management experience with a small- to medium-sized not-for-profit arts organization. (Annual budgets ranging from \$150,000 to \$800,000.)
- Excellent organizational management, with the ability to coach and mentor staff, set and achieve strategic objectives, and manage a budget.
- A demonstrated understanding of contemporary music.
- A strong track record in concert production/event management.
- Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders, including funders, media and communities.
- Experience writing grants.
- Proficiency in working with technology and social media platforms.
- Ability to develop business and strategic planning.
- Excellent verbal and written communication skills.
- Takes pride in being detail-oriented.
- Ability to work effectively independently and in collaboration with diverse groups of people from different cultures.
- Willingness to learn new skills, as needed.
- Commitment to the principles of equal opportunity and cultural diversity.
- Strong computer skills. Must be Sage and Microsoft Office proficient – Word, Power Point, Excel and QuickBooks, etc.
- Ability to communicate effectively, both orally and in writing, demonstrating strong administrative skills, excellent work habits, skills and attitude, and an ability to multi-task and prioritize.
- Familiarity with Ontario Employment Standards, work safety and health regulations.
- Knowledge of federal and provincial legislation applicable to non-profit organizations, including: employment standards, human rights and equity issues, occupational health

and safety, charities, people with disabilities, taxation, CPP, EI, health coverage, ONCA (Ontario Not-for-Profit Corporations Act), etc.

- Eligible to work in Canada.
- Driver's license.

The successful candidate will be expected to uphold the values of NMC: Equity and Diversity, Respect, Anti-oppression, Equality across gender identities and sexual orientation, maintaining safe work environments, community building.

COMPENSATION

This position offers a paid 4-week transition period with the current General Manager from September 3, 2019 to September 30, 2019, and the role of new GM of NMC will begin October 1, 2019.

Hours of work: 37.5 hours per week, including some hours on weekends and evenings

SALARY: Commensurate with experience, including salary and vacation.

HOW TO APPLY

Interested candidates are encouraged to email their cover letter, résumé, and contact information for three references, as PDFs, to **NMCHiringCommittee@gmail.com**. In your cover letter please explain why you are an excellent candidate for the position.

Please note that applications will not be accepted by fax, mail, courier, or hand-delivery. No phone calls, please.

We thank you for submissions. **Applications must be received by May 1, 2019.** Only selected applicants will be contacted for an interview.

NMC is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities, and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Should you require accommodation during the interview process, please let us know and we will work with you to meet your needs.