

# Executive Director, Campbell Bay Music Festival Society – Part-Time Contract Position

Are you passionate about community, music, and reconciliation? Do you have a background in arts management, education, or cross-cultural programming? Do you have a deep connection with SK̄FAK̄ | Mayne Island? If so, we have a job for your consideration!

Campbell Bay Music Festival Society is looking for a new Executive Director. The Executive Director reports to the Board of Directors of the Society and works closely with the Artistic Director.

## Society Mandate:

Campbell Bay Music Festival Society is a non-profit organization supporting music, arts, and educational programming on SK̄FAK̄ | Mayne Island. The purpose of the Society is to foster relationships across cultural and generational gaps, guided by the values of revitalization, reconciliation, and restoration, through the curation and support of community events, performing arts, and educational programming on SK̄FAK̄ | Mayne Island. For more information on our mandate and activities, please review our website: <https://www.campbellbaymusicfest.com/>.

## Position Description:

The Executive Director of the Campbell Bay Music Festival Society (the Society) oversees and manages the general operations of the Society and the infrastructure of the festival, concerts, and other programs and events of the Society, including, but not limited to, financial management (fundraising, grant writing, bookkeeping, accounting, taxes), festival and concert production (staff/contractors, advertising, sponsorships, accommodation, volunteers, venue rental, insurance), overseeing event operations (permits, volunteers, staff/contractors, food services, vendors, accommodation, volunteers, site organization, security), supporting reconciliation and Indigenous arts programming, and ensuring good communication and effective working relationships with and between staff and the Board. Working in collaboration with the Artistic Director, the Festival Director, and the Board of Directors, the Executive Director also provides leadership in implementing the Society's vision and strategic plan.

## Job Duties and Responsibilities:

- Provide leadership in collaboration with the Artistic Director, the Festival Director, the Board, and the community in developing and executing the Society's strategic objectives.
- Oversee and develop fundraising activities, including: preparing grant applications/final reports, obtaining sponsorships, developing and retaining donors, and developing new revenue and funding streams.
- Oversee the general festival operations, including: promotion, ticketing, social media, production, merchandise, box office, food vendors, food and liquor services, retail vendors, and volunteers.

- Oversee production of events throughout the year; e.g. reconciliation events, restoration events, concerts, etc.
- Be a significant onsite presence at the festival, concerts, and events as part of the host/cultivation team; maintain an active presence on SK̓F̓AK̓ | Mayne Island to maintain and build community support for the Society.
- Build and nurture relationships with W̓SÁNEĆ communities and Indigenous artists to support the Society's reconciliation vision.
- Develop and maintain an appropriate annual operating budget (currently \$200,000+).
- Monitor expenditures and implement strategies for financial efficiencies.
- Maintain a presence in the local, regional, and provincial culture scene to build relationships and knowledge, and to secure grant funding.
- Manage and recruit year-round and summer contract staff; create a positive and collaborative work environment; support and create opportunities for staff growth and development.
- Be willing to work extended hours and perform expanded tasks during the festival season.
- Work with the President of the Society to organize Board meetings; provide regular written progress reports to the Board; work with the Board as needed and directed.
- Provide an annual comprehensive report on the festival and ancillary events, with recommendations.

## Qualifications

The Executive Director will be a strong leader with the ability to inspire others through their persuasive articulation of the Society's mission and vision. They will have a deep appreciation for, and connection to, the aesthetic and values of the Society, which is forward-looking, educational, and community-focused. They will be artistically curious and team-oriented, with an ability to manage time and priorities effectively. They will be able to work closely with the Artistic Director, the Festival Director, and network with community members, to carry out the work of the Society.

- Experience managing small to mid-sized arts productions – preferably a music festival or other major annual event.
- Experience developing and managing budgets.
- Highly organized and able to problem-solve calmly and effectively, especially under pressure.
- Familiarity with arts funding in BC and Canada; previous experience with fundraising, grant writing and donor relations in the arts and cultural sector.
- Demonstrated leadership, planning, time management and organizational skills.
- Experience working cross-culturally, and commitment to personal and organizational reconciliation.
- Strategic thinker, with the ability to work collaboratively and deliver results in a timely manner.
- Good interpersonal and supervisory skills; experience in recruiting, developing and managing staff and volunteers – including coaching and providing performance feedback.
- Familiarity with digital platforms related to event planning, marketing, and office management.
- A leadership and management style that promotes and fosters a supportive environment founded on appreciation, recognition, learning, and professional development.
- Commitment to cultivating an inclusive environment that recognizes the various barriers faced by individuals, incorporates diverse perspectives, and promotes curiosity and creativity.
- Experience working with a volunteer Board of Directors.

- Ability to work evenings and weekends as required, especially in the lead up to, and during, the festival.
- Must have valid driver's license
- Able to travel or attend one or two related conferences per year (as required) and to undertake other work as necessary for delivery of the events and activities of the Society.

**Job Location:** ΣΚΤΑΚ | Mayne Island

**Compensation:** This is a part time contract position working from your own office. \$15,000 first annual contract, with opportunity for growth. To be reviewed annually.

**Start Date:** August 1, 2024 or sooner.

**How to Apply:** Please submit a cover letter and resume by email (Subject Line: ED JOB APPLICATION, CBME) to [cbmftreasurer@gmail.com](mailto:cbmftreasurer@gmail.com) by **May 20, 2024**.