**Before you fill out this APPLICATION FORM, please read the APPLICANT INFORMATION PACKAGE as well as the notes at the top of the application form.**

# ADMINISTRATIVE DIRECTOR APPLICATION FORM

Please fill out this form either by typing or writing clearly in black ink.

Send your completed application form along with your resumé and cover letter to Jane Marsland:

* EITHER at jmarsland@sympatico.ca (as either a .docx or .pdf file.)
* OR via mail to Jane Marsland, Ontario Presents Administrative Director Recruitment, H-25 Madison Avenue, Toronto, ON, M5R 2S2.

NOTE: You will get an acknowledgement that your application was received.

If you have any difficulty completing this form or have other questions please email Jane Marsland and she will provide information or arrange a phone call if necessary.

## Personal Details:

|  |  |  |
| --- | --- | --- |
| **First Name:** | **Last Name:** | |
| **Current address:** | | |
| **City:** | | **Postal Code:** |
| **Contact Tel No:** | | **Email:** |
| **Correspondence address** (if different from above): | | |
| **If offered the position, when could you start work?:** | | |

## Why are you applying for this position?

**Please tell us why this position interests you and why you think you would be a good fit, providing details of your previous experience and achievements as supporting evidence for your ideas. If possible, include your understanding of Ontario Present’s current purpose as well as its role in the performing arts touring ecology in Ontario.** *Maximum 500 words in this section.*

**Please tell us about what kind of leader you would be at Ontario Presents– and provide details of your previous experience and achievements as supporting evidence for your ideas.** *Maximum 400 words in this section.*

**Tell us the things that excite you most about being Administrative Director of Ontario Presents.** *Maximum 300 words in this section.*