

## Ontario Presents Administrative Director APPLICANT INFORMATION PACK

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### How to Apply

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Please send a cover letter (maximum 2 pages), completed Application Form, and resumé explaining how your skills are suitable for this position, making particular reference to the Candidate Profile and giving examples where appropriate.

If you would like further information, support with access requirements, or an informal chat about the position, please contact Jane Marsland. Jane is the independent party engaged for managing the Ontario Presents application process and can answer your questions by email or you can request that she call you at your convenience. Please be assured your application will remain completely confidential.

Please send your application material to Jane Marsland, Ontario Presents Administrative Director Recruiting Coordinator:

**Via email to:**

[jmarsland@sympatico.ca](mailto:jmarsland@sympatico.ca)

**Via mail to:**

Jane Marsland, Ontario Presents Recruiting Coordinator  
H-25 Madison Avenue, Toronto, ON, M5R 2S2

**We would like to receive your application by Friday, March 5, 2021**

Expected Starting Date: July 1, 2021

## Letter to Applicant

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Dear Applicant,

Thank you for your interest in the Administrative Director role at Ontario Presents. Please find information about Ontario Presents and the role of the Administrative Director in the following pages.

We expect successful shortlisted applicants will be invited to interview (on a digital platform) starting in March 2021. From that process, two to three candidates will be invited for a second-round interview in early April 2021.

We believe that the role of Administrative Director will be one in which the candidate will develop their skills and contribution to the organization, so we do not necessarily expect the successful candidate to have all the skills and knowledge on day one. Ontario Presents is a learning organization and we want an exceptional administrator, leader and facilitator who will help create the environment in which people, including yourself, can thrive and grow.

The recruitment process for this role will be led by Ontario Presents Board Chair, Glenn Brown with a Search Committee made up of board members and valued members of the presenting community. The Search Committee will make its recommendation for the final candidate to the Human Resources Committee of OP's Board of Directors.

Ontario Presents punches well above its weight in terms of its impact and size. The organization and its team are creative, responsive and capable of developing new perspectives and new opportunities for the development and enrichment of the presenting community in Ontario. The organization is currently in good financial health, but with the strain the pandemic has created on the arts sector, the Administrative Director will be stepping in at a point when there is a need to increase collaborations and to share our institutional knowledge, particularly when it comes to supporting presenters and artists restarting their presenting, touring, and community engagement activities.

We look forward to receiving your application and to working with the person selected. This individual will work closely with the Program Director to take Ontario Presents forward into an uncertain but exciting future.

Yours sincerely,



Glenn Brown - Chair, Board of Directors

# Ontario Presents

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## About Us

Ontario Presents is a province-wide network of performing arts touring and presenting organizations that work collaboratively to facilitate the distribution of live performing arts. The organization was incorporated in 1988 as a network of venues – at that time called Ontario Campus and Community Impresarios – and has since fostered the development of several touring and presenting networks with a focus on building presenters’ curatorial skills; booking and coordinating artist tours; and building effective working relationships among key sector players. We now see ourselves primarily as an arts service organization that centres and strengthens relationships between artists and presenters.

Our **members** include municipal performing arts centres; not-for-profit, volunteer, and community presenters; touring artists/arts organizations; agents/managers; and industry service consultants.

The **programs** we offer help members build programmatic and administrative capacity, develop leadership, and create opportunities to grow and diversify their audiences. Ontario Presents is the only provincial organization that brings together this community of organizations on the basis of programmatic development.

## Statement of Purpose

Over the past two years, Ontario Presents has developed a new statement of purpose that reflects an explicit commitment to supporting artists directly in addition to strengthening the sector from a presenter perspective:

*Whereas art is a fundamental aspect of the human experience that enriches the lives of individuals and communities, fosters empathy, and builds essential bridges of understanding;*

*AND presenting organizations are uniquely positioned to facilitate engagement between artists and communities;*

*Ontario Presents exists to strengthen and support the practice of performing arts presentation so that it becomes more collaborative, artist-focused, and meaningful to communities. We believe that building effective and authentic relationships are fundamental to our work.*

*Ontario Presents’ mission, then, is to foster effective working relationships among artists, agents, producers, and presenters in their mutual endeavours to stage great performing arts experiences that open citizens’ minds and hearts to the world and the peoples around them.*

## Past Accomplishments

Over the past twenty years, Ontario Presents has successfully developed a block booking program that has coordinated more than 600 tours across the province and established an effective, collaborative networking practice among its members through frequent convenings – both virtual and in-place – and through stewarded learning cohorts called communities of practice. The latter have been significant in successfully expanding OP members' curatorial practices in contemporary dance, independent theatre, young audience programming, and, most recently, in arts-led community engagement.

Since 2003, Ontario Presents has been responsible for producing Ontario's premier, multidisciplinary, performing arts showcase conference, Ontario Contact, and has also been a trusted service provider to the Ontario Arts Council and the Department of Canadian Heritage in managing their presenter development programs: Ontario Dances, Theatre Connects, and Fresh Start.

## Looking Forward

Ontario Presents is charting a path into an uncertain future with an emphasis on changing its own internal structures and ways of working and embracing **different types of cultural knowledge** and a diverse range of cultural presenting practices. It is also embarking on the creation of a **National Digital Touring Platform** that will support the dissemination of large-scale/complex domestic projects (particularly theatre and dance) and build reciprocity to bring significant work into Canada and export Canadian work abroad.

## Staff

**Judy Harquail**, Director of Programs

**Ceilidh Wood**, Network and Touring Coordinator

**Natalie Dewan**, Communications & Membership Services Coordinator

**Cheryl Ewing**, Event Manager, Ontario Contact

**Jane Marsland**, ArtsEngageCanada Project Lead

**Deb Daub**, Senior Accountant

## Board of Directors

### President

**Glenn Brown**, Theatre Manager, Sanderson Centre for the Performing Arts, Brantford

### Vice President

**Alyson Martin**, Co-President, Sioux-Hudson Entertainment Series

### Treasurer

**Robert Giorgini**, Coordinator, Wolf Performance Hall, London

### Corporate Secretary

**Danny Harvey**, Programming Coordinator, Rose Theatre, Brampton

### Past President

**Ronnie Brown**, Coordinator of Marketing, Development & Programming, Oakville Centre for the Performing Arts

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**Cynthia Lickers-Sage**, Executive Director, Indigenous Performing Arts Alliance

**Claire Senko**, Artistic Producer/Program Director, Old Town Hall, Waterford

## Context for the Search

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### Program Director and Administrative Director as Joint Leaders:

As part of the succession process from the founding Executive Director there has been a period of inquiry into the type of leadership structure that would best support Ontario Presents' current situation and programmatic vision. Through this process, Ontario Presents decided that a dual leadership structure will be more effective at this point in its development. Both positions will report directly to the board of directors. The need to collaborate, listen and dialogue in a shared decision-making model/relationship can more easily balance the demands, and sometimes conflicting and complex considerations, that the leaders of Ontario Presents will have to face – programmatic, managerial, financial, cultural, reputational. The shared responsibility and accountability for the health of Ontario Presents requires each of the individuals' strengths to tackle difficult decisions.

It is therefore important to ensure that there is strong potential for a good working relationship to develop as the success of this model rests on the idea that the Program Director and Administrative Director are bound together by shared purpose, values and broad programmatic vision, and can combine their collective intelligence to achieve the best results for the organization.

### **Role of Administrative Director:**

The Administrative Director plays a strategic role, responsible for ensuring that there is coherence across all the organization's activity. Working in close partnership with the Program Director, the role will provide leadership in the areas of business and organizational planning, financial management, membership relations, revenue development.

The Administrative Director leads a small staff team and supports the Board of Directors to successfully fulfill their governance and fiduciary responsibilities.

### **Supporting Diversity and the Potential Of Leadership:**

Ontario Presents' board and staff are currently going through an Equity, Diversity and Inclusion audit and as part of this process we want our workforce to reflect the diversity of Ontario's communities. Therefore, we are actively encouraging candidates who are currently underrepresented in the arts: IBPOC; those who self-identify as LGBTQIA2S+; those from lower socio-economic backgrounds; and those who self-identify as Deaf and/or differently abled.

While the organization is looking for the best candidate for the position, consideration will definitely be given to those candidates that possess some of the key requirements and reveal the potential to be a strong and collaborative leader. Ontario Presents in collaboration with the new Administrative Director would then consider how best to support this role while the candidate develops any additional skills they may need to succeed safely.

Ontario Presents is committed to ensuring that its organizational culture provides a healthy and supportive working environment that welcomes and respects people from diverse backgrounds and will actively encourage a sense of belonging and inclusion among all staff.

## **Administrative Director – Job Description**

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The Administrative Director plays a strategic role, responsible for ensuring that there is coherence across all of the organization's activity. Working in close partnership with the Program Director, the Director will provide leadership in the areas of business and organizational planning, financial management, membership relations, and revenue development.

The Administrative Director leads a small staff team and supports the Board of Directors to successfully fulfill their governance and fiduciary responsibilities.

### **Leadership, Strategy and Planning**

- Develop and implement Ontario Presents' organizational strategy jointly with the Program Director, and in collaboration with Staff Team and Board, to deliver the organization's programmatic vision.
- Jointly with the Program Director, create and deliver a healthy and sustainable business plan.
- Create a positive working culture and support the staff team to ensure timely financial information, effective communications, member and network support and any other programs or activities.
- Ensure that Ontario Presents has the appropriate staff structure to deliver its programs and services in a healthy, effective and sustainable way.
- Lead through example and reinforce a culture of engagement, high-performance, continuous improvement, free from harassment and fear of judgement.

### **Finance and Governance**

- Enable Board of Directors to successfully fulfill their governance and fiduciary responsibility by providing accurate, timely, comprehensive, and insightful operational, financial and business risk information.
- Positively contributes to a constructive relationship with and between Program Director, Administrative Director and Board Chair. A genuine relationship that is respectful, open to challenge and healthy debate resulting in shared commitment, mutual understanding and accountability for follow-through that achieves desired results for the ongoing success of Ontario Presents.
- Jointly with Program Director, create annual balanced budgets as part of the business plan for approval by the Board.
- Monitor and analyze Ontario Presents' budgets to ensure the financial resources are properly managed and effectively allocated.
- Prepare monthly financial updates and quarterly year-end projections to the Finance Committee, report to all regulatory and funding bodies as required and oversee preparation of the annual audit.

- Report to the Board and ensure reports from other staff are provided as necessary, including management reports, budgets and other financial information.
- Take overall responsibility for financial management in all areas of Ontario Presents' activity, working closely with Program Director, staff team and Finance Manager
- Ensure compliance with all relevant legislation as employer, and non-profit organization.

## **Partnership Development**

- Develop collaborative partnerships with other service or performing arts organizations with whom Ontario Presents might grow its influence and programmatic vision.
- Develop and maintain good working relationships with partners to ensure that Ontario Presents is part of wider activities and debates that contribute to a healthy and respectful presenting ecology within Ontario and Canada.
- Seek out interesting and like-minded partner organizations throughout Ontario to create shared activities which strengthen Ontario Presents' vision and values.

## **Revenue Development**

- Prepare all government grant applications in collaboration with Program Director and staff team.
- Research and write grants to take advantage of all development opportunities.
- Ensure all federal, provincial and any other grants, interim and final reports are submitted on time.

## **Shared Responsibilities with All Staff**

- Adhere and actively contribute to all policies and procedures including Equity, Diversity and Inclusion, health and safety, accessibility, environmental and sustainability.
- Additional tasks as required, in line with the overall purpose of the role.

## **Candidate Profile – Skills/competencies and Personal Attributes**

### **Essential**

- Experience and knowledge of a financial management system including online accounting systems, and the ability to analyze financial reports to be able to provide Board and staff an accurate account of Ontario Presents' financial situation and condition at any given time.
- Experience in a leadership role that demonstrates a flexible and pragmatic approach, with the ability to innovate and think creatively.
- Proven ability to establish strong working relationships – preferably with arts organizations, community presenters, artists.
- Experience in business and strategic planning.
- Ability to lead and inspire a team, manage staff and work closely with a board of directors in an environment free from harassment or bullying.



- Ability to represent an organization to its members, supporters and funders.
- Experience in public fundraising – government grants for arts organizations.
- Expansive knowledge of the performing arts – knowledge of non-Western art forms an asset.
- Commitment to equality of access and opportunity, cultivating an inclusive and representative organization and sector
- Commitment to sustainability and in supporting Ontario Presents as an environmentally responsible organization.
- Excellent written, communication and presentation skills.

### **Desirable**

- Experience of working at a senior level in a performing arts organization.

**Salary Range:** \$65,000 - \$75,000