



Vancouver Folk Music Festival Society

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Managing Director Vancouver Folk Music Festival

The Vancouver Folk Music Festival is a unique community-based celebration with an internationally-renowned reputation for presenting traditional and contemporary folk and roots music artists from around the world. The festival began as a project of the City of Vancouver's Social Planning Department and after a few years transitioned to being produced by the non-profit Vancouver Folk Music Festival Society. The festival is now entering its 40th year and continues to be one of the city's most beloved events drawing over 38,000+ attendees. Although it has grown dramatically in size, the festival holds true to its community roots and every year, two and even three generations of families join friends and fellow community members to share in the music, dance, food, children's activities – and the magical ambience of the festival.

Position Summary

Reporting to the Board, the Managing Director oversees and manages the general operations and infrastructure of the festival including, but not limited to, production, finances, fundraising, permits, food services and vendors. Working in collaboration with the Artistic Director and the Board of Directors, the Managing Director also provides leadership in implementing the festival's vision and strategic plan.

Job Duties and Responsibilities:

- Provide a leadership role in collaboration with the Artistic Director and the Board, in developing and executing the festival's strategic objectives
- Oversee the general festival operations including: production, merchandise, box office, food vendors, food services, retail vendors and volunteers
- Oversee production of events throughout the year that support the festival; eg concerts, fundraising events, etc.
- Develop and maintain an annual operating budget of over \$2 million
- Monitor expenditures and implement strategies for financial efficiencies
- Secure grant funding; oversee and contribute to sponsorship, fundraising activities, donor development and retention; develop new revenue and funding streams
- Manage and recruit year-round and summer staff; create a positive and collaborative work environment; support and create opportunities for employee growth and development
- Provide written monthly progress reports to the Board
- Provide an annual comprehensive report on the festival and ancillary events with recommendations

Qualifications

- Experience managing large scale music productions – preferably a festival
- Experience in developing and managing budgets
- Able to problem-solve calmly and effectively, especially under pressure
- Previous experience with fundraising, grant writing and donor relations in the arts and cultural sector
- Demonstrated leadership, strong planning, time management and organizational skills
- Strategic thinker with the ability to work collaboratively and deliver results in a timely manner
- Experience in recruiting, developing and managing staff – including coaching and providing performance feedback
- Familiarity with digital platforms related to event planning, marketing, and office management
- 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 (an asset)
- 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 to 2-3 related conferences per year (as required)

Join our team!

The Vancouver Folk Festival offers an engaging, dynamic and creative work environment with a fantastic team. We also offer a flexible work schedule, 3 weeks of paid annual vacation and a central office located in Vancouver's trendy Mount Pleasant neighbourhood – easily accessible by bike, transit and car.

Anticipated start date for this position is August 1, 2017, with some flexibility.

To apply, please submit your application by April 15, 2017 to - VFMFjobs@gmail.com