



110 – 750 Hamilton Street | Vancouver, BC V6B 2R5 | 604.879.9888 | musiconmain.ca

Job Posting: Artistic Planning & Operations Manager **Application Deadline: June 14, 2018**

About Music on Main

Music that brings us together. Music on Main's artistic vision is grounded in presenting top-flight classical, new, and genre-bending music in environments that are intimate and social. We offer access to music, artistic adventure, and community while building connections between artists and audiences. Since 2006, the organization has developed internationally lauded programming, featuring more than 1,000 musicians, over 300 concerts, and upwards of 100 world premieres. Independent and vibrant, Music on Main strives for game-changing production values, rock-solid administration and financial management, enhanced audience-artist interaction, and industry-leading marketing, fundraising, and digital programs.

In 2010 we introduced the Modulus Festival, hailed by Gramophone Magazine for providing "western Canada with one of the finest windows onto the post-classical scene." In 2012 we launched a Composer in Residence program which has featured Jocelyn Morlock, Caroline Shaw, and Nicole Lizée. In 2014, we partnered with PuSh Festival, Touchstone Theatre, and DOXA Documentary Film Festival to build The Post at 750, our shared office and rehearsal space in downtown Vancouver. And in 2017, Music on Main co-hosted ISCM World New Music Days 2017, the largest new music festival in Canada's history. Local, cosmopolitan, and globally connected, Music on Main is regularly cited as one of Canada's leading music series.

About the Artistic Planning & Operations Manager Position

Music on Main seeks a planning and administration leader who wants to enhance the artistic and organizational excellence of one of the most celebrated music presenters in Canada's cultural scene. As a vibrant, growing organization, Music on Main offers its team plenty of opportunity for experience, growth, and autonomy. Our entrepreneurial spirit engages a build-measure-learn model for all that we do, including testing, reporting, and refining production, financial, and administration tools. We engage cutting-edge methodologies to create productive, creative, and efficient project management. Reporting to Artistic Director David Pay and working closely with the board of directors, the Artistic Planning & Operations Manager will be responsible for the overall management and supervision of Music on Main's operations. The position has three primary areas of focus:

1. **Planning & Production** focuses on creating excellent productions and artist communications. Includes: preparing, managing, and implementing all artist and production contracts; overseeing productions to meet artist, audience, and organization needs; creating and communicating rehearsal and production schedules; assisting non-resident artists with work permits and CRA-compliance documents; liaising with the Production Manager to communicate budgets, technical, and production requirements; managing artist database.
2. **Financial** focuses on managing robust financial reporting with an eye to both day-to-day and long-term operations. Includes: preparing, managing, and implementing a +/- \$700K operating budget in collaboration with the Artistic Director and Finance Manager; assisting the Development Manager with grant and final report preparation; overseeing CADAC, budgets, and projections for grants and final reports; ensuring that the organization remains compliant with all CRA and other regulations; overseeing the review engagement or audit process with an independent accounting firm; supporting fundraising efforts for the organization.
3. **Administration & Operations** focuses on the daily business of running programs and maintaining general operations. Includes: arranging and attending board and committee meetings; scheduling staff meetings and ensuring their efficiency; providing vision for and alignment with Music on Main's strategic plans; participating in 110 Arts Cooperative meetings; preparing, managing, and implementing all employment and service contracts; supervising several staff and contractor positions; contributing to a positive, energetic workplace culture.

...continued on page 2



Job Posting: Artistic Planning & Operations Manager

Application Deadline: June 14, 2018

(page 2)

About You

You're a collaborative, ambitious professional who is passionate about systems, organizations, and the arts. You take pride in being detail oriented, and you thrive on planning. You find a certain magic in deadlines. Your experience with contracts helps you predict future needs. Your history managing productions helps you see what needs to be done, both on stage and off. You take pride in your collaborative approach to management, and you love leading teams. You challenge the *status quo*, looking for always-better ways. You've worked in a related position for a minimum of five years. You are eligible to work in Canada.

Compensation

This is a full-time position with an annual salary of \$46,000-\$54,000 plus benefits. At Music on Main, all employees start with three weeks per year of holidays, plus additional office-wide days off. (Proposals from candidates regarding scheduling and salary will considered.)

Music on Main is proud to be a certified Living Wage Employer.

Application Process

Music on Main believes deeply in equality, diversity, and representation. We welcome applications from all genders, cultural backgrounds, and abilities. We look forward to hearing from you!

Please email your resumé, cover letter, and two references to hire@musiconmain.ca by **June 14, 2018**, with the subject line "Artistic Planning & Operations." In your cover letter, please explain why you are an excellent candidate for the position.

Applications will be reviewed June 15-19, 2018. Only those selected for interviews will be contacted.