

TORONTO BLUES SOCIETY - MANAGING DIRECTOR



Application Deadline: Jun 25, 2021

Start Date: Jul 12, 2021

Salary From: 50K to 60K

The Toronto Blues Society is a membership-based charitable organisation that advocates for & promotes the Blues music. As the Managing Director, your primary responsibilities will include daily admin as well as all internal & external communications, event organization, research, liaising with the rest of the team and reporting directly to the Board of Directors. Some of the tasks include but not limited to:

DAILY TASKS

- Responding to office phone & voicemail. Monitoring and archiving TBS main email.
 - Arranging appointments and meetings at the office (**post-covid**)
 - Taking care of the mail, office environment and purchasing office supplies as needed.
 - Tracking income in coordination with the bookkeeper. Generating tax receipts for donations, taking care of bank deposits, open ad invoices, covid-relief grants etc.
 - Working on Quickbooks: submitting invoices, monitoring petty cash, paying bills submitting SOCAN/Entandem reports, CRA payments, providing quarterly cashflow projections.
 - Coordinating the year-end audit in communication with the TBS auditor and bookkeeper.
 - Liaising with the newsletter editor, *grants officer (*please see the note below under grant writing section*), ad sales person, bookkeeper, social media coordinator. Hub of all internal and external communication with reporting back to the President and the Board.
- Any other duties as assigned by the TBS Board.*

ADMINISTRATION & GRANT WRITING

Board of Directors Liaison:

- Set Up and attend monthly programming meetings, bi-monthly Board meetings, quarterly Executive meetings, and other event or committee-related meetings, develop agenda, take minutes and send reminders with support from Board Secretary. ***Meetings are currently taking place through Zoom but post-covid, in-person meetings will take place at the TBS Office (Queen & Shaw).***

Grant Writing:

- The Toronto Blues Society is a Not For Profit and Registered Charity eligible for funding from a wide range of granting bodies and foundations.
- Annual grant applications are managed to Toronto Arts Council, Ontario Arts Council, Department of Canadian Heritage and SOCAN Foundation.
- Project funding applications are made to FACTOR, Ontario Music Fund (Ontario Creates), Canada Council for the Arts and a variety of opportunities that arise related to programming and organizational development.

**This task is in transition from a year-round contracted position to become a regular duty of the Managing Director. The organization has a long history of support from granting bodies that represents a significant component of the operational budget.*

EVENT MANAGEMENT

[Continues online, in-person with a reduced capacity or postponed depending on the covid situation.]

Position is the contact point for all partnered organisations, venues, performers, sponsors and other third parties. Providing reports, stats and feedback to the Board about all events. Some of major events include:

- **Maple Blues Awards:** Liaising with Steering Committee and reviewing Nominating Committee involvement. Key contact for the Nominating Panel and the public voting process. Liaising with the publicist and the social media coordinator to get news out. Work with the awards programming committee on all other needs including event logistics, communication with performers, nominees, ticket reservations (**post-covid**), award trophies, contracting, payments, post event reports and reconciliation etc.
- **Biannual Blues Summit Conference:** Work with the event team, volunteers, hotel and artists on coordinating event. Involved in locking in deals, agreements, programming and logistics. Next edition February, 2021.

General TBS Events Calendar

- Women's Blues Revue (November)
- TBS Annual General Meeting & Christmas Party (December)
- Maple Blues Awards (February)
- Instrumental and/or Professional Development Workshops (February/Spring)
- TBS Birthday party event (May/June)
- Talent Search (July/August)
- Blues in the Garden (September)
- International Blues Challenge Toronto Contest (October)

Any assigned duties to ensure grant-related projects are in works and reports are generated in communication with the grants officer.

Professional Development: Attending music industry conferences (Folk Music Ontario, Folk Alliance International, Canadian Music Week, Mundial Montreal) in person or online on a needs basis to maintain profile of organization and network on behalf of the community.

COMMUNICATIONS

Email Marketing, Website, Social Media:

- Creating and sending out "Where It's At?" weekly e-mail broadcast each Wednesday, through Constant Contact which includes researching upcoming events, industry-related news, having co-promotions, and arranging special deals/giveaways when possible.
- Creating graphics using Canva (or any other platform) when necessary.
- Updating Constant Contact database and do targeted blasts to special lists when needed.
- Creating surveys on SurveyMonkey for pre/post event or for membership.
- Updating TBS website using WordPress in liaison with the web mistress.
- Generating social media activity on Facebook, Twitter, Instagram, Spotify, and YouTube promoting news and events in conjunction with the Social Media Coordinator.

Monthly Newsletter and Membership Tasks:

MapleBlues Newsletter monthly mailing (**post-covid**) and main database updates on FileMaker Pro at the office include:

- Updating the database regarding any contacts (media, musicians, industry etc.) and for membership and keeping track of the receipts.
- Printing labels using FileMaker Pro, reminding letters for expiring members, membership cards for new & renewing members during mailing each month.

- Overseeing the newsletter printing and distribution each month in coordination with the editor and volunteer coordinator.
- Reviewing newsletter drafts each month to provide feedback on content and necessary graphics.
- Archiving and taking care of the new issues of the newsletter.

QUALIFICATIONS

- Bachelor's degree in Arts Admin, Marketing, Communications, Event Management, or equivalent relevant work experience/training OR knowledge of the arts and culture sector and/ or events industry is desirable.
- Good written and verbal communication skills.
- Ability to work independently as well as part of a team.
- Ability to take initiative. Versatile & adept. Problem solver. Strategic thinker.
- Good organizational and time management skills.
- Hands on experience with various software including but not limited to: MS Office, Dropbox, Google Suite, Zoom, FileMaker (or any database management system), WordPress (or any other website management system), Constant Contact (or any other e-marketing tool) & SurveyMonkey etc. OR willing to and ability to learn fast.
- Flexible working hours with some weekend and evening work.
- Occasional domestic and international travel.
- Basic video editing skills and a general know-how of online events on Zoom & live streams on social media will be an asset.
- This position is not physically-labor intensive, but occasional lifting of materials/boxes for the office and events can be expected.

HOW TO APPLY

Please send a cover letter and resume in one pdf document to info@torontobluesociety.com **until Friday, June 25th by 5pm EDT.**

Salary: Commensurate with training, education and skill level.

Covid-19: TBS office is located at Queen & Shaw in Toronto (910 Queen St. W.). However, staff are currently working remotely, per the guidelines of Toronto Public Health. Travel to the office once a week will be required to sort the mail and invoicing/receiving payments or any other office-related tasks. All safety measures COVID-19 precaution(s) would be adhered to.

The Toronto Blues Society is an equal opportunity employer and encourage submissions from individuals of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities. If you require assistance during the application/hiring process, please let us know and we will make sure to accommodate your needs. We thank all candidates for their interest however, only those selected for an initial interview will be contacted.