

# SEARCHLIGHT PARTNERS

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<b>POSITION:</b>	Executive Director
<b>LOCATION:</b>	Toronto, Ontario, Canada
<b>POSITION DETAILS:</b>	Full Time, Permanent
<b>REPORTS TO:</b>	Board of Directors
<b>DIRECT REPORTS:</b>	Director of Marketing & Patron Experience, Director of Artistic Planning & Outreach, Manager of Advancement & Patron Engagement
<b>WEBSITE:</b>	<a href="https://soundstreams.ca/">https://soundstreams.ca/</a>

## **THE ORGANIZATION**

Soundstreams is a global leader in the presentation of innovative, carefully curated, and immersive musical experiences. Artistic Director Lawrence Cherney is committed to showcasing the work of living Canadian and global composers/musicians, often with a focus on bringing to focus contemporary conversations to our communities.

Founded in 1982, Soundstreams' curatorial platform has introduced audiences to over 170 works from some of the finest and most groundbreaking composers of our age, from R. Murray Schafer to Nicole Lizée.

Soundstreams' commitment to Canadian music extends beyond our Main Stage series in Toronto, where we often pair the music of local composers with their global counterparts. Soundstreams' work is also sought after by the world's most prestigious festivals and venues. Major touring programs bring to light under-represented voices, including the LGBTQQIP2SAA community with Musik für das Ende by Claude Vivier, refugee communities in Hell's Fury, The Hollywood Songbook with music by Hanns Eisler, and the first operas written in the Indigenous languages of Cree and Sámi, Two Odysseys: Pimootewin / Gállábártnit. Soundstreams is a three-time JUNO nominee and recipient of the Lieutenant Governor's Award for the Arts.

Soundstreams also serves a broad community of music lovers through accessible outreach and education programs. Encounters is a free discovery series featuring performances, discussions, and audience participation; RBC Bridges helps talented composers from around the world launch their careers; BMO SoundWave provides accessible tickets; and SoundMakers provides interactive learning experiences online and in the classroom.

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## **THE POSITION**

The ED will provide inspired leadership and strategic direction to help the Company continue to present innovative artistic programming excellence, attract a diverse and expanding audience, and have the financial and operational capacity to fully support its mission. The ED will also continue to provide leadership and strategic direction over the Company's artistic planning and outreach and community engagement programs. The ED will work closely with the Artistic Director (the AD), who is responsible for artistic planning and development, and a dedicated Board and staff. The ED shall report to the Board.

## **RESPONSIBILITIES**

### ***Leadership & Governance***

- Set the “tone,” foster an ethical and responsible corporate culture, and ensure that the Company (Board, AD and staff) work in an open, inclusive, respectful, and productive manner.
- Oversee that the Company has scheduled Board meetings and set Board meeting agendas.
- Oversee that the Board receives appropriate and timely information, material and reports to permit the Board to effectively and efficiently discharge its duties and responsibilities.

### ***Strategy***

- Develop and execute strategic plans in collaboration with the Board, the AD and staff.
- Design and implement annual plans with measurable targets that are aligned with the goals set out in the strategic plans.
- Strategic and annual plans to include goals relating to diversity, equity and inclusion; outreach and community engagement; fundraising; and donor stewardship.

### ***Ambassadorship***

- As the outward face of the Company (together with the AD), represent and advocate for the Company at the highest levels, locally, nationally and internationally.
- Enhance the reputation of the Company by being active and visible at Company events and in the community including through outreach and education programs, and by working closely with arts professionals, funding agencies, industry associations, community partners, educators, and other stakeholders.

### ***Financial Performance, Budgets & Viability***

- Prepare and submit to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the Company.
- Working with the Director of Artistic Planning, prepare and monitor programming/artistic budget for inclusion in the annual budget and monthly financial statement.

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- Oversee that the fiscal management of the Company generally anticipates operating within the approved annual budget, ensures maximum resource utilization, and maintains the financial health of the Company.

## ***Programming***

- Working with the AD to maintain a five-year artistic plan, prepare project timelines and ensure that appropriate systems are in place to advance and track progress.
- Oversee communications with artists, suppliers, publishers, technicians, and similar persons or entities (or direct communications where considered appropriate).
- Manage contract negotiation and settlement with artists and partner organizations.
- Oversee production and touring schedules and logistics.
- Ensure that the Company is in compliance with union regulations, including AFofM, CAEA, ACTRA, and ADC, and ensure timely remission of applicable payments.
- Monitor the rights and licensing obligations of rights bodies and individuals and submit the annual licensing report to SOCAN.

## ***Fundraising***

- Oversee and direct fundraising strategy, ensure staff engagement, and set process for staff to execute and deliver on grant applications, donor stewardship and cultivation plans.
- Directly solicit major funding agencies including government agencies, donors and foundations or create the conditions for fundraising success within the Company, mentored by the AD.

## ***Organizational Operations & Technology***

- Manage the day-to-day activities of the Company.
- Ensure the Company has sufficient resources to ensure that the operations of the Company are appropriate.
- Oversee the Company has sufficient hardware, software and tools in place to support the Company's operations, including workplace collaboration (including through remote work), document creation and storage, communication, and records, digital marketing and fundraising, and implement upgrades within approved budgets.
- Manage the Company's banking and payroll arrangements and accounting systems.
- Sign all notes, agreements, and other instruments made and entered into and on behalf of the Company, subject to Board approval of material agreements and expenditures within approved limits as appropriate.

## ***Human Resources***

- Design and implement human resources organizational structure and processes for human resource development.

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- Oversee that staff is enabled to fulfill their duties to the Company and ensure that staff's performance and effectiveness is regularly evaluated.
- Hire competent, qualified staff.

## *Compliance*

- Ensure the Company has internal controls to monitor its compliance with applicable law, including with respect to tax laws and the laws applicable to the Company's status as a not-for-profit corporation and registered charity, and that the Company is in compliance with applicable law.

## CANDIDATE QUALIFICATIONS

- A deep understanding of, and appreciation for, arts and culture, both locally and internationally.
- A minimum of five years of senior leadership experience, with a track record of success leading a complex organization with a wide range of stakeholders, in an institution or company known for quality and excellence.
- Visionary strengths in addressing industry changes and developing opportunities to expand Soundstreams' reach.
- Excellent fundraising skills and a proven track record of successful fundraising with both sponsors and individuals and a proven ability to work with Government to secure funding and support; politically savvy.
- An inclusive, generous attitude to cultivate effective relationships with a wide variety of stakeholders (corporate sponsors, donors, governments, audiences, Toronto arts community, national and international arts community, and media).
- An impeccable reputation for integrity, and widely recognized for strong, creative leadership.
- Excellent written and verbal communication skills, with outstanding social skills.
- Government relations would be an asset.
- Strong organizational skills with proven ability to focus, prioritize and execute.
- A demonstrated understanding of branding, marketing and sales, including digital technology-based marketing.
- Politically savvy with excellent people and mediation skills.
- The attitude of a self-starter, undaunted by a lean institution; an entrepreneurial spirit; a track record of coalescing others around objectives and their successful implementation.
- The ability and desire to mentor the next level of leadership.
- A university or post-graduate degree.

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## COMPENSATION

A competitive compensation package will be provided, including pension, group insurance, and travel benefits.

## HOW TO APPLY

Please apply by email with your cover letter and resume by no later than Monday, September 6<sup>th</sup>, 2021.  
Send to: [Soundstreams@searchlightpartnersgroup.com](mailto:Soundstreams@searchlightpartnersgroup.com)

*Soundstreams is an equal opportunity employer.*

*We thank applicants for their interest, however, only those advancing in the process will be contacted.*