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Artistic Director

Lawrence Cherney C.M.

Executive Director

Beth Brown

Job Posting: Company and Programs Manager, Soundstreams

### **About Soundstreams**

Soundstreams, currently launching its 41<sup>st</sup> season, is one of the world's leading organizations in the commissioning, development and dissemination of new music and opera. Under the leadership of Artistic Director Lawrence Cherney, it was founded in 1982 with a tribute to Igor Stravinsky's 100th birth year, an artist who fundamentally transformed the ways we hear our world. In the intervening years, we've probed Canadian themes and stories through new works that resonate with our time and place, hoping not only to reflect upon them, but to empower new perspectives.

Soundstreams has created a platform for compelling new creations both at home and abroad. Our various Toronto-based performance series, educational and outreach projects and professional development programs have showcased nearly 1500 global creators and performers in collaboration with their Canadian counterparts. At the same time, Soundstreams' productions featuring Canadian themes and stories have toured and continue to tour in North America, Latin America, Asia and Europe. In recent seasons, Soundstreams' productions have received high praise from the international press: The New York Times, Los Angeles Times, The Guardian, Financial Times, and The Wall Street Journal.

For further information about Soundstreams please visit [Soundstreams.ca](http://Soundstreams.ca).

### **Overview**

Soundstreams is currently seeking a full-time Company and Programs Manager. Reporting directly to the Executive Director, the successful candidate will manage and broaden a portfolio of granting organizations, foundations, corporate partners and donors through effective communications, proposal writing, cultivation, solicitation, and stewardship activities. Working closely with the Executive Director and Artistic Director, the Company and Programs Manager is responsible for developing strategies to

deepen current and to create new relationships, to support the excellence and ongoing legacy of Soundstreams.

We believe that Soundstreams thrives when the team mirrors the vibrant diversity of our city. We encourage submissions from individuals of all genders, ethnicities, abilities, and identities, and/or facing other systemic challenges in our industry. We warmly welcome all qualified applicants to apply.

### **Major Responsibilities:**

- Create timelines, manage, host and implement all elements for Soundstreams' Professional Development and Outreach Programs (*Bridges, New Voices* and *Encounters*). Elements include the selection process, rehearsals, masterclasses, public-facing events, career building seminars, production activities, etc.
- Working with the Manager of Artistic Planning, coordinate casting and contracting for artists and casual production/outreach personnel in accordance with relevant union and association regulations. Collect payroll information and prepare fees payment for submission to Executive Director and Bookkeeper.
- Support the international activities of Soundstreams, communicating the needs of those activities to other staff and coordinating materials as required from various departments.
- Working with the Manager of Artistic Planning, communicate with artists, agents, partners, contractors, unions, vendors, venues, etc. as it pertains to planning, logistics, general needs, settlement, etc.
- Coordinate travel, per diem and accommodations for visiting artists and touring activities. Work with the travel agency and presenting venues to book transportation, accommodation and per diems for artists and production personnel on tour.
- Manage music rentals, licensing, and royalty agreements with SOCAN, publishers, and individuals
- Be onsite at rehearsals, recording, and performances to oversee production activities and provide additional support to the artistic company as required (production activities include rehearsals, recording sessions, performances, and ancillary events).
- With the Manager of Artistic Planning, oversee the production budgets and work with the Executive Director to implement and track expenses for the artistic, education and outreach activities.

### **Skill, Education and Experience Requirements**

- Minimum of three years' experience in production management, event management, stage management, company management and/or equivalent experience.
- Ability to see the "big picture," and apply strategic thinking and problem solving to all areas of work.
- Shows initiative and is able to meet deadlines and handle concurrent projects, with a strong track record of fulfilling commitments.
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- Resourceful and flexible with an ability to work both collaboratively and independently.
- Exceptional communication and people skills to deal effectively with different stakeholders
- Familiarity with various labour unions is an asset (especially Toronto Musicians' Association, Canadian Actors' Equity Association, ACTRA Toronto, and Associated Designers of Canada)
- Writing and financial skills considered an asset.

### **Salary, Benefits, Time Period and Work Hours**

This is a full-time position working 40 hours per week, with an annual salary of \$50,000 - \$55,000 commensurate with experience. Benefits include health benefits, performance tickets, professional development, flexible work schedule and paid vacation. There will be requirements to work flex time with evening and weekend work as the position demands.

### **How to Apply**

\* Please note that interviews may take place during the posting period.

We ask that applicants submit a cover letter and resume no later than 11:59pm on Sunday September 17, 2023. In the cover letter, please let us know what interests you about working for Soundstreams and what strengths you have that make you feel qualified for this position.

Please apply in confidence by email to Beth Brown, Executive Director at [bethb@soundstreams.ca](mailto:bethb@soundstreams.ca) re: Company and Programs Manager. Should you have any questions or require any accommodation, please feel free to email Beth Brown at the previously mentioned email.

This position does require the successful applicant to work in the Soundstreams offices.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted.