



Board of Directors- Director (Volunteer)

(approx. 15 hours per month)

Reporting to the Board Chair

Peterborough Musicfest (PMF) is a non-profit, charitable organization that has offered free-admission concerts on Wednesday and Saturday evenings every summer since 1987. Our stage has seen the likes of Dallas Green from City and Colour, Terri Clarke, k-os, Walk Off the Earth, Tegan & Sara, Carly Rae Jepsen, Our Lady Peace, Tom Cochrane, Kiefer Sutherland, and many more. PMF is one of the largest free-admission festivals of its kind in Canada and has an outsized impact on the local economy, generating upwards of \$5M in economic activity. We're proud of what we have built, and we invite qualified candidates to bring their talent and passion to our volunteer board of directors.

Peterborough Musicfest currently seeks a **Director** to serve for one (1) year term. The **Director's** term will commence in February 2024.

Accountability

The Director is an executive, voting member of the board of directors of Peterborough Musicfest (PMF) and appointed in a manner consistent with the festival's bylaws. They are accountable to the board for the fulfillment of the duties and responsibilities outlined below.

Time Commitment

Fifteen hours per month (board meetings, meetings with the executive, committee meetings and sponsor support backstage over the summer months).

Roles and Responsibilities

The Director will offer guidance to the executive and general manager to ensure good planning, decision-making and oversight at a governance level.

The Director's principle duties in addition to those duties set out in the by-laws of the organization are as follows:

- **Strategic Planning:**
 - Participate in the development and review of the organization's long-term strategic plan.
 - Contribute to setting the festival's goals and objectives, ensuring they align with the organization's mission and vision.
- **Governance:**
 - Act in the best interests of the organization and ensure compliance with all relevant laws and regulations.

- Attend and actively participate in board meetings, committee meetings, and annual general meetings.
- Help establish and maintain the organization's bylaws and policies.
- **Financial Oversight:**
 - Ensure that financial resources are used efficiently and that fundraising goals are met.
- **Fundraising and Development:**
 - Assist in identifying and securing funding sources, including grants, sponsorships, and donations.
 - Participate in donor and sponsor relations to help sustain the festival's operations.
- **Program and Artistic Direction:**
 - Provide input on the festival's artistic direction, helping to ensure it aligns with the organization's mission and audience.
- **Community Engagement:**
 - Promote the festival within the community and foster positive relationships with stakeholders.
 - Represent the organization at public events, meetings, and with potential partners.
- **Risk Management:**
 - Identify potential risks and work with the board to develop risk management strategies.
 - Ensure the festival complies with health and safety regulations.
- **Board Development and Leadership:**
 - Contribute to the recruitment and development of new board members.
 - Mentor and guide less experienced directors to ensure effective board functioning.
- **Evaluation and Reporting:**
 - Participate in the evaluation of the festival's performance and impact on the community.
 - Prepare and present regular reports on the festival's activities to the board and stakeholders.
- **Legal and Ethical Responsibility:**
 - Uphold high ethical standards and avoid conflicts of interest.
 - Be knowledgeable about and adhere to all relevant laws and regulations governing non-profit organizations.
- **Networking:**
 - Build and maintain relationships with other organizations, institutions, and individuals in the community.
- **Advocacy and Public Relations:**
 - Advocate for the festival and the organization's mission in the public sphere.
 - Support public relations efforts to enhance the festival's reputation and visibility.
- **Strategic Partnerships:**
 - Identify and nurture partnerships that can enhance the festival's impact and reach.
 - Collaborate with other organizations to create synergies and achieve shared goals.

- **Innovation and Adaptation:**
 - Encourage innovation and adaptability in response to changing cultural and industry landscapes.
- **Diversity and Inclusion:**
 - Promote diversity and inclusion in all aspects of the festival, including programming, staff, and audiences.

Committee Membership

The Director is automatically a member of the executive committee, and will meet monthly (approx. 9 meetings) with the board chair, vice chair, and general manager.

Qualifications:

- Ability to develop and present new ideas and conceptualize new approaches and solutions.
- Strong commitment to excellence and attention to detail.
- Proven problem solver with solid analytical skills.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Experience in leading teams of professionals on diverse engagements.
- Commitment to the organization's mission and strategic directions.
- An ability to commit the time required to fulfill the responsibilities described.
- Previous experience in a non-profit setting is an asset.

How to Apply:

Please send an expression of interest by email no later than **4pm, Friday, December 1st, 2023.**

Attention: Tracey Condon, Board Chair, Peterborough Musicfest

Email: info@ptbomusicfest.ca

Website: www.ptbomusicfest.ca

All applications will be kept in confidence. Please note that while we thank all interested individuals, only those applicants selected for an interview will be contacted.