



## 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, Tuesday, January 30<sup>th</sup>, 2024.**

Attention: Tracy Condon, Board Chair, Peterborough Musicfest

Email: [info@ptbomusicfest.ca](mailto:info@ptbomusicfest.ca)

Website: [www.ptbomusicfest.ca](http://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.*