

Board of Directors- Director (Volunteer)

(approx. 25 hours per year)

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, Metric, Terri Clarke, k-os, Walk Off the Earth, Tegan & Sara, Carly Rae Jepsen, Our Lady Peace, Tom Cochrane, Kiefer Sutherland, Little River Band, 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 \$4.3M 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 two (3) year terms. The **Director's** term will commence in February 2026.

Accountability

The Director is a 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

- 8 1-hour board meetings (4th Wednesday of every month during lunch, excluding summer)
- 3-4 1 and half-hour committee meetings (live and via Zoom) + work arising from meetings.
- Minimum 6 park visits, 3 hours each, during summer months on specified concert nights.

Roles and Responsibilities

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

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

Strategic Planning:

- Support the implementation of the new Strategic Plan and the exploration of new projects, partnerships, and growth opportunities that advance the festival's mission and community impact.

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 partners.
- 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.

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.

Qualifications:

- Proven ability to collaborate within a dynamic team to develop and deliver high-quality programming and exceptional service implementation.
- Previous experience in a non-profit setting is an asset.
- Strong commitment to excellence and attention to detail.
- Proven problem solver with solid analytical skills.
- Excellent written and verbal communication skills.
- Commitment to the organization's mission and strategic directions.
- An ability to commit the time required to fulfill the responsibilities described.

How to Apply:

Please send an expression of interest by email no later than **4pm, Friday, October 31st, 2025.**

Attention: Brian Ellis, 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.