



## NORTHERN LIGHTS FESTIVAL BORÉAL

<b>POSITION:</b>	Executive Director
<b>LOCATION:</b>	Sudbury, Ontario
<b>POSITION DETAILS:</b>	Full Time, 2-year contract
<b>REPORTS TO:</b>	Board of Directors
<b>POSTING CLOSES:</b>	November 24, 2022
<b>WEBSITE:</b>	<a href="https://nlfb.ca">https://nlfb.ca</a>

### **THE ORGANIZATION**

The Northern Lights Festival Boréal (NLFB) is the longest, consecutively-running, outdoor music festival in Canada, having held its 50th anniversary four-day summer event in July 2022. The bilingual festival is known for presenting diverse programming, including francophone, Indigenous, multicultural, emerging and international artists, across a variety of musical genres.

NLFB also produces Bloom, a multi-day winter festival, as well as concerts and programming throughout the year across Sudbury arts organizations, clubs and university campuses.

### **THE POSITION**

With our 50th anniversary behind us it's now time for NLFB to look to the future. We are looking for a leader who can chart a forward looking vision for our festival, featuring new types of musical and community experiences that will delight our current fans and draw in new audiences.

Our Board is looking for someone with fresh ideas. Someone who understands how physical, digital and hybrid experiences can interact to create opportunities for connections across culture and geography. Aspiration is key - we know NLFB has many growth opportunities, and we see our new Executive Director leading staff and our Board through a process where ideas are collected, distilled, made strategic and delivered with excellence.

A proven track record of producing events / music festivals, growing revenues and managing high-functioning teams is essential.

## **RESPONSIBILITIES**

- Leadership of NLFB, holding ultimate responsibility for excellence in all aspects of operations, programming, planning and delivery.
- Development of short, intermediate, and long-term vision and programming goals, with supporting plans and budgets for discussion with the Board.
- Financial management, including the development and implementation of the annual budget, in collaboration with the Board.
- Revenue generation, inclusive of sponsorship, grant writing, ticket sales and the development of new initiatives.
- Overall administration of the charity, including but not limited to: reviewing and evaluating the results of the program activities; ensuring contractual obligations are fulfilled; allocating resources for greater effectiveness and efficiency; developing organizational structure and administrative policies.
- Recruiting, training, evaluating, and managing of staff, including employees, volunteers, and contractors.
- Having positive, productive, and honest communication with staff, volunteers, stakeholders, and members to cultivate a welcoming and inclusive work environment while achieving NLFB goals.
- Liaise with partner organizations, including, but not limited to all levels of government, the Canadian music community, local, national, and international stakeholders of the music/arts community, and local music and arts organizations.
- Optimizing the NLFB's current operations while creating the conditions for strong performance over the long-term.
- Ensuring NLFB's mandate and policies, as they are set by the Board of Directors, are effectively implemented.
- Proposing strategic objectives to the Board; building and executing objectives related to branding, sales and marketing, fundraising, and audience development.

## **CANDIDATE QUALIFICATIONS**

- Minimum 5 years of management experience relevant to a not-for-profit in the arts and events sector, or related field.
- Expertise in taking an organization through a process of visioning, program design and delivery.
- Aptitude for developing and delivery of high-quality events and experience.
- Experience in managing staff and volunteers.
- Proven organization, time management, multi-tasking and prioritizing skills.
- Proven effective leadership in areas of team building, collaboration, transparency, and engagement. Experience in leading different types of teams effectively, overcoming hurdles, inspiring confidence, and creating trust.

- Established contacts in the industry, including sponsors, funders and production talent.
- Experience in fundraising strategy, grant writing, fostering relationships with donors and partners.
- Ambition for growth and impact.
- A commitment to equity, diversity and inclusion to maximize the contributions to NLFB, both from the various cultures and subcultures that are represented by NLFB's audience and community at large.
- French and/or First Nations language considered a strong asset.

### **CANDIDATE ATTRIBUTES**

- A highly effective leader that inspires and supports a culture of collaboration and values contributions from direct reports.
- Positive, constructive attitude in all interactions with the Board, staff, partners, funders, supporters, and the public.
- An advocate who can communicate effectively across a wide range of audiences.
- Imaginative and eager to explore and execute new initiatives with advertising, promotional campaigns, fundraising, business operations, and audience development.
- A strategic thinker with an ability to put plans in action and deliver results.
- A confident decision-maker.
- An organized time manager.
- A problem solver who identifies and resolves issues quickly and generates solutions.
- A good negotiator who can bring others together to find consensus.
- Unquestionable integrity and character.
- High emotional intelligence and the ability to apply it appropriately.
- A natural mediator and collaborator who resolves conflict and works effortlessly between groups of stakeholders to get the job done.
- Roll-up-the-sleeves work ethic and a pragmatic, results-oriented approach.
- Delights in the delivery of a job well done.
- Willingness to engage and communicate in public, whether to donors or media, etc.

## **OUR RECRUITMENT PRACTICES**

*NLFB is committed to:*

- Welcoming, valuing and promoting diversity among staff, volunteers and with community organizations that serve diverse groups.
- Actively recruiting diverse individuals for internships, co-ops, volunteer positions and professional-level experience.
- Cultivating a respectful, inclusive and accessible working and learning environment.
- Striving to ensure that the workplace, including our policies, procedures and practices, are free of deliberate or unintentional systemic barriers so that no one is disadvantaged.
- Developing a greater capacity to understand issues of power and privilege, and to ensure they are recognized and addressed.
- Working effectively in different cultural contexts to serve the needs of a diverse community and listening audience.
- Continuing to recognize, support, and build upon such initiatives as Pride, Black History Month, National Indigenous Peoples Day, International Francophonie Day, and more.

We implement strategies, policies and practices inspired by this vision. We will continue to improve, through an ongoing process of evaluation and change, and make every effort to identify and remove barriers to inclusion.

## **COMPENSATION**

- Base Salary - \$55,000 - \$65,000
- Contract Term - 2 years with opportunity to extend
- Bonus - Attractive performance bonus to be negotiated during contracting period
- Group benefits negotiable
- Professional development opportunities

## **HOW TO APPLY**

We invite candidates to apply by email with your cover letter and résumé no later than November 24, 2022. Send your application privately to [apply.nlfb@gmail.com](mailto:apply.nlfb@gmail.com).

**Northern Lights Festival Boreal values diversity and inclusion. We recognize that diversity within our volunteer body, staff, management team, and Board of Directors contributes greatly to enable us to more effectively deliver content and services that will help us attract, grow, and engage our audiences.**

**We wish to acknowledge this land on which the NLFB operates. For thousands of years it has been on the traditional land of Atikameksheng Anishnawbek and Wahnapiatae First**

**Nation in Robinson-Huron Treaty territory. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land. We also recognize the Métis Nation of Ontario for their historic and ongoing contributions.**

**We welcome everyone to apply for our roles, and encourage applications from Black and Indigenous people, people of colour, trans and non-binary people and disabled people. Once an applicant has been selected for an interview, requests for accommodation can be made at any stage of the recruitment process. Applicants should make their accommodation needs known when contacted.**

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