

## **PROLOGUE TO THE PERFORMING ARTS EXECUTIVE DIRECTOR**

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Prologue to the Performing Arts (Prologue), a dynamic not for profit arts education organization, is seeking a full-time Executive Director. The Executive Director is responsible for all operations and procedures related to the business of Prologue.

For 43 years, Prologue has been dedicated to enriching the lives of young people by connecting them to top quality live performing arts experiences. As a resource for artists, educators and community presenters, Prologue represents and promotes a select group of professional artists and companies to schools and communities.

Working in partnership with educators, parent groups, community presenters, arts councils, foundations, corporations and other arts organizations, Prologue strives to bring diverse live performing arts experiences to young people and their families in schools and communities across Ontario and Canada.

Compensation: Commensurate with experience.

Start Date: July 1, 2010

### **Major Duties & Responsibilities:**

#### Programming

Conducts artistic evaluations and assists the Program Committee in the development and maintenance of Prologue's roster of artists/companies.

#### Funding

Acts as a liaison with government, corporate, and private funding agencies in the preparation of grant applications and funding proposals.

#### Management

Manages and directs Prologue staff in carrying out their assigned responsibilities.

#### Financial and Budgeting

Responsible for annual budgets and grant applications for the approval of the Board of Directors and Executive Committee.

Responsible for financial and management reports for the approval of the Board of Directors and Executive Committee detailing progress in Prologue's operations including budgeting, marketing, sales and resource development.

#### Strategic Planning

Assists the Board of Directors, the Executive Committee and the various committees established by the Board of Directors from time to time in, among other things, development of strategic plans, sales and marketing plans, program development and financial and human resources development.

#### Reporting

Reports on all matters and as required directly to the Chair of the Board of Directors.

## **Requirements:**

The successful candidate will meet the following requirements:

- Imagination, vision and demonstrated leadership experience in the not for profit sector;
- A passion for the valuable role of the professional artist in the education of young people and the ability to promote that passion to raise awareness of Prologue and its strategic goals;
- The ability to organize and motivate people to accomplish goals in a collaborative environment;
- Excellent organization, time management and administrative skills with an ability to plan, set goals and achieve objectives;
- Experience in financial management with strong budgeting skills;
- Excellent communication and interpersonal skills;
- Above average proficiency in oral and written English;
- Competency in oral and written French;
- A thorough knowledge of the issues facing the arts and education sectors in Ontario;
- Strong interest and skills in using technology to promote new services and delivery mechanisms;
- Knowledge of the professional arts community in Ontario.

Please email resume and cover letter including salary requirement by April 1, 2010 to:

Naomi Horrox, Chair  
Executive Director Search Committee  
Prologue to the Performing Arts  
Naomi.horrox@fmc-law.com

Thank you to all who submit an application, however only those selected for an interview will be contacted.