

GUELPH JAZZ FESTIVAL

Celebrating 25 Years (1994-2018)

Job Title: Assistant Artistic and General Director

Wages: \$20,000 salary per year (paid in monthly or semi-monthly paycheques year-round)

Application Due Date: 3 October, 2018

Start Date: Mid- to Late-November, 2018

Employment Status: Permanent, part-time, employee

Job Location: Home office and/or GJF Office, 301-6 Dublin St. S., Guelph ON, N1H 4L5

Job Description:

The Assistant Artistic and General Director (AAGD) will approach the duties described below with a keen understanding of and commitment to the objectives of the Guelph Jazz Festival. Under the supervision of the Board of Directors and in direct collaboration with the Artistic and General Director (AGD), the AAGD is responsible for the development and delivery of festival-related programming including the annual Festival, community outreach (e.g. fundraising concerts, educational initiatives, and/or co-productions with other organizations) and colloquium initiatives (in partnership with the International Institute for Critical Studies in Improvisation), in accord with the Festival's mission, mandate, vision, fiscal directive, and Board oversight. The position demands a commitment to Guelph as well as to the field of creative improvised music as it exists locally, regionally, nationally, and internationally.

Responsibilities and Tasks:

Programming

- Work with the AGD to make all decisions related to artistic programming for the festival with particular emphasis on hiring artists who highlight the depth and breadth of artistic diversity in creative improvised music; this includes ticketed, free, and GJF 'Around Town' Programming according to the vision of the AGD and AAGD
- Work with the AGD to manage the artistic budget and monitor expenses related to artistic programming
- Work with the AGD to create and refine artist submissions policy and procedures
- Manage unsolicited artist submissions, answering obvious rejections unilaterally, and conferring with the AGD about potential booking opportunities that arise
- Participate in colloquium/IICSI meetings as it relates to the festival
- Determine joint GJF/IICSI colloquium programming in collaboration with the AGD
- Work with the AGD to review performance venues annually as related to programming
- Work with the AGD to set ticket prices
- Work with the AGD to coordinate the MCs for festival and off-season concerts
- Represent the festival to the music industry, when appropriate
- Act as GJF representative in the Fabulous Festivals network
- Encourage co-presentations and co-promotions with Fabulous Festivals

Artists' Logistics

- Prepare artist contracts
- Work with the AGD to update contract template according to new and refined policies
- Fulfil artist contractual obligations including (in consultation with the AGD):
 - Booking and/or coordinating travel
 - Booking and/or coordinating accommodation
 - Coordinating hospitality
 - Coordinating technical and facility needs (in collaboration with Technical Director and venue personnel)
 - Responding to special needs or requests
 - Coordinate the application for tax waivers for international artists
 - Coordinate around issues to do with immigration for international artists
 - Coordinate artist support (transportation, logistics, hospitality, merchandise) while they are on site
 - Coordinate merchandise sales and reconciliation
 - General communication
 - Work with AGD and Volunteer Coordinator to recruit volunteer van drivers
 - Order vans and truck for festival week
 - Help dispatch the vans when TM not available during festival

Board of Directors

- Attend Board meetings
- Prepare a report to be presented at each Board meeting
- Act on all directives from the board, under the guidance of the AGD
- Offer suggestions and advice, and participate in all discussions facing the board including finances, management of the festival, staffing, strategic planning, etc.
- Assist with recruiting and orienting new Board members

Employees

- Work with AGD to prepare and update job descriptions, post positions, coordinate hiring procedures, interview candidates, and hire and manage staff including: Free Outdoor Programming (e.g. Market Square) Manager, Volunteer Manager, Beverage Manager, Tech Director, Bookkeeper, Canada Summer Job students, Van Manager, any other short-term contractual positions as needed
- Assist with training for each position, if needed and appropriate
- Work with AGD to support all staff, especially people new to positions

Financials

- Work with the AGD and the Board of Directors to develop future budgets
- Work with the AGD develop various funding proposals and/or grant applications

Grants and Foundations

- Work with the AGD to maintain the calendar grant application and report deadlines
- Work with the AGD to manage and track what festival expenses are covered by which grant

- Work with the AGD to write grant applications and reports and supply support materials
- Work with the AGD to apply for foundation grants and prepare reports
- Work with the AGD research new sources of foundation support
- Develop and maintain relationships with granting officers, as needed
- Research new grant programs in dialogue with officers

Marketing

- Oversee or assist with all marketing and promotional initiatives in conjunction with the AGD, summer students, graphic designer, and input from staff including:
 - Printed materials: flyer, poster, program
 - Media and marketing sponsorships
 - Advertising: print and digital
 - Newsletters
 - Radio
 - Website
 - Social media
 - Festival Merchandise

Work Conditions:

The successful candidate must put a strong emphasis on effective and reliable communication. He or she will be expected to respond, within reason, to all inquiries, submissions, and other requests for information accurately and efficiently, and to be adequately accessible before and during the Festival (second weekend after Labour Day in September) for consultation.

Throughout the year, according to job demands, he or she should be available to work in the Festival office regularly for face-to-face meetings with members of the community (e.g. one full day per week, or similar). This is a position with flexible hours over the course of the year, with work hours increasing in the summer months, and a heavy workload throughout the 5 days of the festival. He or she will be an employee of the Festival (i.e. not self-employed) and can access festival office equipment as needed. At this time, the festival has no employee benefits package.

Additional Information:

The Guelph Jazz Festival is an equal opportunity employer, and we encourage applications from women, Indigenous people, people of colour, people with disabilities, and people of diverse sexual orientations, gender identities and gender expressions. All qualified candidates are encouraged to apply, but Canadians and permanent residents will be given priority.

How to Apply:

Email cover letter and resume in Word or PDF format to Julie Hastings, outgoing Director of Operations, julie@guelphjazzfestival.com by 3 October 2018. Please write “AAGD Application” in the subject line.

Organization Description:

Guelph Jazz Festival is a unique music festival with a distinctive flair for the adventurous. For 25 years, the festival has presented excellent creative improvised music that inspires listeners to hear and see the world with a fresh perspective. Based in the vibrant community of Guelph, Ontario, the festival is a unique musical experience.

The Guelph Jazz Festival provides opportunities for everyone to be inspired by and engaged with creative music. We strive to present distinctive performances that reflect the world in which we live and to make these performances accessible to the broadest audience through concerts, educational initiatives, and free programming.

The Guelph Jazz Festival is committed to the following core values in all its activities:

Community

- We imagine and realize alternative visions of community
- We actively cultivate a wide range of community partnerships
- We encourage artistic collaboration, teamwork and volunteerism
- We provide access with affordable ticket prices and free events

Education

- We deliver educational opportunities for youth
- We engage learners of all ages
- We inspire lively discourse

Innovation

- We encourage bold artistic ventures
- We commission new works
- We embrace innovative approaches to social change

Diversity

- We consider creative music within a global context
- We celebrate artistic and cultural diversity in our programs and our organization