Toronto Fringe created the following *Executive Director and Co-Lead Job Posting* in 2023, informed by their Balancing Act Level UP! Pilot Project.

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If you have any questions or would like to discuss these materials, please contact Balancing Act at balancingact@theatredirect.ca.

**Job Title:** Executive Director and Co-Lead

**Reports to:** The Toronto Fringe Board of Directors

**Direct Reports:** Communications Manager, Associate Producer, Projects & Operations Manager, Development Coordinator

**Department:** All

**Hours:** 9.30am–5.30pm, Monday to Friday

**Location:** Fringe Office, downtown Toronto, ON

**Start Date:** Fall or Winter 2023

**Term:** Full-Time

**Salary:** $65,000 to $85,000 gross annum

## Organization Description

Toronto Fringe is a grassroots, charitable organization that runs the Toronto Fringe Festival each July, the Next Stage Theatre Festival each October, and various year-round programs that benefit youth, artists, and the theatre community at large. We are a creative match-maker, connecting artists with audiences, and empowering everyone to unleash their inner artist. We create opportunities for both emerging and established artists to produce their work with artistic freedom, while engaging members of the community by making productions as affordable and accessible as possible.

The Toronto Fringe is an organization that is inclusive and accessible and all of our programming reflects this principle. We ensure that we produce well-marketed, well-organized, and fiscally stable events through which artists may develop and produce new work. In our festivals, participants have a reasonable opportunity to earn back their investment and compensate themselves for their work. The Fringe also provides audiences with the opportunity to experience a wide variety of quality theatre at an affordable price. We are proud members of the Canadian Association of Fringe Festivals (CAFF) and World Fringe. Our website: https://fringetoronto.com/

## Organization Mission

The Toronto Fringe is a platform for everyone to access, discover, and experiment with the arts. By valuing creative experiences, we contribute to a healthy arts economy and, ultimately, a thriving society.

## Organization Values

ACCESS – in every sense of the word

ACCOUNTABILITY – we work with integrity and respect

CREATIVITY – freedom of expression permeates everything we do

EXPLORATION – we let curiosity be our guide

SUPPORT – empowering you to take a chance

### Main Purpose of the Position

The Executive Director will join the Managing Director in a co-lead position for the organization. Together, they will oversee the long-term financial and strategic planning of the organization.

## Key Accountabilities

- Set overarching vision for the organization (both annual and long-term).
- Responsible for effective business, program, and community leadership.
- Management of company resources, including hiring and managing core staff, and overseeing creation of department critical paths.
- Set new initiatives for festivals and programming, including plans for audience development, revenue generation, and overall festival experience.
- Create, implement, and track the annual budget.
- Oversee the yearly audit and maintain the overall financial health of the organization to ensure sustainability.
- Oversee financial development strategy and maintain operating funding and fundraising initiatives, as well as actively seek to continuously diversify and secure funding sources.
- Meet weekly with accounting support and regularly review financial reports.
- Oversee professional development and progress of core staff within organization through annual performance reviews.
- Maintain Fringe values of inclusivity and accessibility.
- Responsible for publicly representing the festival to the community, including media, interviews, speaking engagements, etc.
- Act as an advocate for the Fringe community of artists in the broader discussion of arts and culture in Canada.
- Increase the profile of the organization internationally.
- Forge/maintain relationships with local, national, and international partners.
- Build and maintain relationships with community members, supporters, and patrons.
- Maintain strong relationships with all three levels of government, other funding agencies and partners, as well as other Fringe festivals, artists, arts service organizations, theatre companies, sector colleagues, etc.
- Maintain active, positive relationship with CAFF and uphold membership.
- Work with the Board President and the Board of Directors to ensure the Board functions effectively.
- Meet monthly with the Board and liaise with committees.
- Set fundraising and sponsorship targets and strategies.
- Oversee and implement all aspects of fundraising including grant writing, foundation asks, sponsorship, and donors.

## Additional Accountabilities

- Attend regular meetings with core and seasonal staff.
- Give final approval on all major activities.

- Assist, where necessary, with operations of festivals and programs, including but not limited to box office, front of house, volunteers, emergency planning, patio, bar management, and ancillary programming.
- Manage major revenue reconciliation of festivals.
- Attend regular blue-sky brainstorming and strategic planning meetings.
- Be on a committee with CAFF.

## Key Skills

- Strong leadership skills, with vision and a demonstrated ability to engage people in that vision.
- Strong management skills, with a participative and ethical approach and a firm belief in inclusivity.
- A deep understanding of the arts ecology and its various communities, supported by a passion for serving diverse constituents equitably and inclusively.
- Experience in event management, marketing, public relations, and strategic leadership.
- Superior administrative and management skills including team building and problem-solving skills.
- Fundraising and grant writing experience and understanding of the current arts funding climate.
- Financial planning and budgeting experience.
- Negotiation, facilitation, and community development skills.
- Excellent verbal and written communication and presentation skills.
- Demonstrated ability to work in a fast-paced, high-pressure environment.
- Strong computer skills.

## Additional Skills

- Knowledge of the Fringe Festival movement and philosophy of the Fringe.

## Working at Fringe

Toronto Fringe works in a hybrid model that adopts a flexible approach to balancing work and life demands of its full-time team members.

The salary range for this position is $65,000–$85,000 gross per annum. In addition, Toronto Fringe offers full-time employees a healthcare spending plan. It includes 20 vacation days, including up to two shut down weeks that are scheduled following the close of the annual festivals, plus a winter office closure at the end of December.

Toronto Fringe’s offices are located downtown Toronto, in the Riverside neighbourhood at Queen Street East and Broadview Avenue. The building and office suite are accessible.

Toronto Fringe is a performing arts organization which produces mid to large-scale live events. Work will be required at certain times of the year in the evenings and on weekends. Toronto Fringe serves participating artists, arts workers, patrons, and engages a diverse community of stakeholders and all team members

are expected to embrace our values of access, accountability, and support in this regard.

Toronto Fringe is dedicated to building an organization that reflects the communities we serve, as well as actively working on dismantling systems of oppression and centering care in our work. We actively welcome and encourage applications from equity-deserving groups. Those may include those who identify as Indigenous, Black, People of Colour, Trans, Non-binary, Queer, Two-Spirit, Disabled, and intersections of those identities.

## How to Apply

All interested applicants can send their resume to **board@fringetoronto.com.** We encourage interested applicants to send their resume as an expression of their interest by or before 5:00 p.m. ET on Friday, November 3rd, 2023. The hiring committee will consist of members of the Toronto Fringe Board of Directors and senior staff members.

In accordance with the AODA Act, accommodation for applicants living with a disability will be provided throughout the search process. Should accommodations be required, please make us aware by using the email address above.

We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. With the limitations of time, only those selected for an interview will be contacted.