

JOB POSTING – EXECUTIVE DIRECTOR Toronto Alliance for the Performing Arts (TAPA)

Land Acknowledgement

At the end of the last ice age, the land that we work on was flooded as the glaciers melted, becoming ancient Lake Iroquois. Just up the street, our office at B Street, what we now know as Davenport Road was the shoreline and a trail known as “Gete-Onigaming,” Ojibwe for “at the old portage,” came into being to travel between the Humber and Don River. This route served many diverse people, just as we intend to serve the various diverse communities through B Street.

The Toronto Alliance for the Performing Arts (TAPA) is grateful for and acknowledges the sacred land on which we work, live and play. The land and waterways in this area have been the site of human activity for over 15,000 years and is ancestral territory called Tkaronto, “where the trees stand in the water.” Tkaronto is a gathering place of many nations and peoples past and present, recorded and unrecorded, including: the Wendat, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation.

Tkaronto was subject to the Dish With One Spoon Wampum Belt Covenant to peaceably share and care for the resources around the Great Lakes. We acknowledge this treaty was ignored and disregarded. We acknowledge and reference the global oppression of colonialism that is ongoing and stand in solidarity with the First Nations, Metis, and Inuit communities who continue to seek liberation and decolonization within the colonial project of Canada. TAPA encourages you to visit [Native Land](#) for details of indigenous territories, treaties and languages and to take action to respect and care for the land, air and water we continue to share.

About the Position:

The TAPA **Executive Director** works together with a volunteer Board of Directors and is responsible for the direction and management of the **Toronto Alliance for the Performing Arts (TAPA)** and the **Performing Arts Information Services (PAIS)**. The Executive Director will be a dynamic, collaborative and insightful leader. Critical to the role is a passion for and a sound knowledge of the performing arts industry in Toronto. As well, a comprehensive understanding of the processes of advocacy is essential. The Executive Director plays a strategic role, responsible for ensuring that there is coherence across all of TAPA activities including Performing Arts Information Services (PAIS) – the charitable arm of TAPA that supports many valuable TAPA programs, including, but not limited to:

- **hipTIX** — Offering \$10 theatre, dance and opera tickets to students ages 14-29.
- **The Dora Mavor Moore Awards** — Celebrating excellence on Toronto stages in professional theatre, dance and opera with 48 awards in six divisions.
- **TAPA Industry Listings** — A free daily resource that includes job postings, volunteer opportunities, calls for submissions, spaces for rent, artistic residencies, workshop and event notices, and auditions.
- **TRIP** — Travel retreat initiatives program providing TAPA member organizations assistance with travel and touring-related costs.

The Executive Director also oversees the operation of **B Street Arts Hub**, the new home of TAPA, and works in partnership with fellow B Street Tenant, [B Street Collaborative](#) on initiatives with the joint mission of empowering Toronto artists with the space, facilities and programs they need to thrive. This brand new facility provides performing artists with a variety of affordable and accessible creation spaces including The Mirvish Productions Rehearsal Space, a Recording Studio, the state-of-the-art Self-Tape Studio, The Jon Kaplan Community Lounge and

Library, The Dora Mavor Moore Mentorship Studio, a Board Room, and two phone booths. The B Street Arts Hub is a creation space first and foremost, that strives to empower artists to create their most impactful work.

KEY RESPONSIBILITIES

Leadership, Strategy and Planning

- Develop and implement TAPA organizational strategy and policies in collaboration with the staff and board, to deliver the organization's programmatic vision.
- Provide the conceptual direction for TAPA, through planning, organizing and directing the major activities of TAPA.
- Create a positive working culture and support the staff team to ensure timely financial information, effective communications, member support and any other programs and activities.
- Ensure that TAPA has the appropriate staff structure to deliver its programs and services in a healthy, effective and sustainable way.
- Lead through example and reinforce a culture of engagement, high-performance, continuous improvement, free from harassment and fear of judgement.
- Attract partnerships and work effectively with other arts leaders and organizations to expand the programs and reach of TAPA into the performing arts community.

Governance, Finance and Revenue Development

- Enable the Boards of Directors of TAPA and PAIS to successfully fulfill their governance and fiduciary responsibility by providing accurate, timely, comprehensive, and insightful operational, financial and business risk information.
- Prepare annual operating budget.
- Work closely with the Finance Committee to set fundraising targets, track and review cash flow and budgets, shared in full transparency at monthly meetings.
- Research, write and submit grant proposals to government agencies, foundations, and other funding bodies.
- Manage grant reporting requirements and ensure compliance with grant agreements.
- Positively contribute to a constructive relationship with the Board Chairs of TAPA and PAIS. A genuine relationship that is respectful, open to challenge and healthy debate resulting in shared commitment, mutual understanding and accountability for follow-through that achieves desired results for the ongoing success of TAPA.
- Work closely with the board leadership to recruit and educate board members.

Advocacy & Government Relations:

- Produce annual ARTS DAY AT THE CITY.
- Establish strong relationships with political and public service leadership at all levels of government.
- Develop strong working relationships with the Mayor, City Councillors, Business Improvement Areas, community advocates and others in order to lead a united effort to meet the present and future challenges of the TAPA membership.
- Participate and engage in annual municipal budget deputations.

Staff Leadership & HR

- Lead by example to ensure healthy, positive and supportive work environment grounded in principles of equity and inclusion.
- Actively contribute to all policies and procedures supporting equity and inclusion, health and safety, accessibility, and environmental sustainability.
- Open to new ideas and alternative suggestions by encouraging and supporting new initiatives proposed by staff.
- Encourage professional development activities.
- Provide general oversight and direction for staff managers who take responsibility for the operations of TAPA including: Development, Communications, and Operations.

Performing Arts Information Services (PAIS)

- Manage all general, administrative operations, and programming services necessary and appropriate to the operation of PAIS, including the annual Dora Mavor Moore Awards as well as approve and oversee all cash prizes associated with the DMM Awards.

Candidate Profile – Skills/competencies and Attributes

Essential

- Experience and knowledge of financial management systems including online accounting systems, and the ability to analyze financial reports to be able to provide board and staff an accurate account of TAPA's financial situation and condition at any given time.
- Experience in business and strategic planning.
- Experience in a leadership role that demonstrates a flexible and pragmatic approach, with the ability to innovate and think creatively.
- Proven ability to establish strong working relationships with performing arts organizations and artists.
- Ability to lead and inspire a team, manage staff and work closely with a board of directors in an environment free from harassment or bullying.
- Ability to represent an organization to its members, supporters and funders.
- Experience in public fundraising – government grants for arts organizations.
- Expansive knowledge of the performing arts – knowledge of non-Western art forms an asset.
- Commitment to equality of access and opportunity, cultivating an inclusive and representative organization and sector.
- Commitment to sustainability and in supporting TAPA as an environmentally responsible organization.
- Excellent written, communication and presentation skills.

Desirable

- Experience of working at a senior level in a performing arts organization.

Salary Range: \$70,000 - \$80,00 (in addition to a medical/dental benefits package), 4 weeks of paid vacation.

This is not a hybrid position, it requires in person leadership. Depending on circumstances, there is the possibility of working remotely one day per week.

HOW TO APPLY

Please send a cover letter (Maximum 2 pages) and CV in a **single pdf attachment** with attention to Jane Marsland at jmarsland@sympatico.ca, with the subject line **TAPA ED Application**, by **September 9, 2024, by 5:00pm EDT**.

Hiring Committee: Michael Sinclair (Chair), Lucy Eveleigh, Chris Goddard, Heather Jessiman, William Milne, Gloria Mok, Susan Wright

If you would like further information, support with access requirements or need accommodation, please contact Jane Marsland at the email above. Jane is the independent party engaged for managing TAPA's application process and can answer your question by email. Please be assured your application will remain completely confidential.

In accordance with the accessibility for Ontarians with Disabilities Act (AODA) accommodation will be provided during the recruitment process for applicants with disabilities.