



## Executive Director Search Calgary Civic Symphony

### The CIVIC – WHO WE ARE

The Calgary Civic Symphony (the CIVIC) was formed in 1976, as a place for non-professional and retired musicians to play orchestral music. The CIVIC has entertained audiences for nearly 50 years. Now home to over 60 amateur and semi-professional musicians, the orchestra spans multiple generations, diverse cultural backgrounds and a wide range of professions who come together with a shared vision of sharing a love of music. Critically acclaimed conductor and Artistic Director Rolf Bertsch's inspiring programming, engaging style, and unique ability to build relationships and bridge gaps between musicians and audiences makes the Calgary Civic Symphony experience welcoming and accessible for all audiences. Music is a universal language capable of building connections, healing communities, spreading joy, and inspiring a vision for the future. These are gifts to be shared, and the CIVIC strives to make this possible through an accessible, affordable, and joyous experience for everyone.

### WHAT WE DO

The orchestra presents an **annual season of five concerts** featuring major works from across the centuries and regularly features collaborations which showcase outstanding local and visiting talents. The CIVIC performs at the iconic Jack Singer Concert Hall at Arts Commons in the heart of downtown Calgary, further enriching the experience for music lovers in the orchestra and audience alike. **Accessibility is a fundamental principle of what we do** and is woven into every aspect of the Calgary Civic Symphony experience. The CIVIC offers a relaxed family and older adult-friendly concert environment on Sunday afternoons, one of the **most affordable concert experiences in Calgary**. The CIVIC includes a variety of ways to foster a personal connection to the symphony experience, including pre-concert chats with the musicians and listener's notes direct from the conductor's podium. The result is an engaged and enthusiastic audience that has grown over 300% since the early 2000s, with evidence of a steady recovery and continued growth post-pandemic.

The CIVIC also **engages with the community** through opportunities including performances by ensembles for older adults in assisted and independent living facilities and youth programs. The annual **Rotary Calgary Concerto Competition** offers a unique opportunity for talented young musicians to receive scholarships and prizes, in addition to what may become the first of many live solo performances on a major stage with the Calgary Civic Symphony in concert. The CIVIC has also collaborated with the world-renowned Cliburn International Amateur Piano Competition to host past winners in a live concert performance with the orchestra.

### LOOKING FORWARD TO THE NEXT 50

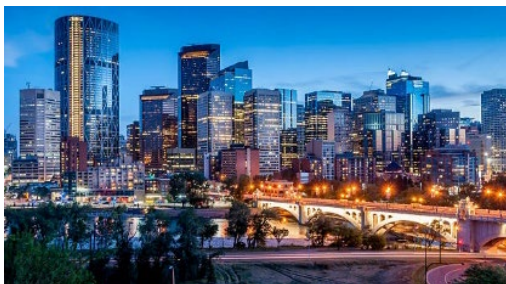
In the 2026-2027 season, the Calgary Civic Symphony will celebrate 50 years of sharing the joy of musical experiences that enrich the community. Music is a universal language capable of building connections, healing communities, spreading joy, and inspiring a vision for the future. These are gifts to be shared with the community, and the CIVIC strives to make this possible through an accessible, affordable, and joyous experience for everyone.

Fifty years is a milestone for any organization. The Board of Directors have adopted a 3-year Strategic Plan that lays out a path for growth and maturation of the CIVIC as a premier performing organization.

As the CIVIC envisions the next 50 years, they have identified critical priorities to sustain and grow this unique community gem in Calgary.

- Inspire the next generation of musicians and patrons of the arts by building a robust Youth Outreach program
- Spread joy and bring music into communities by developing an Older Adult Outreach program
- Contribute to reducing inequity in our community by continuing to deliver affordable, accessible concert experiences for the entire community
- Improve our core concert experience by building our roster of musicians and expanding the concert repertoire
- Improve the stewardship of the organization including governance, administration, and musician care by establishing roles and responsibilities and growing the staff levels and budget of the organization.

### THE CITY



Adventure meets opportunity in Calgary. Calgary is a growing city which is a connected, community-oriented place to build a life, nestled where the prairies and mountains meet. Young professionals, families, outdoor enthusiasts, and visionaries thrive in Calgary’s vibrant, affordable community. Calgary ranks among the top cities in Canada when it comes to healthcare, culture, environment, and stability. It is unique due to its low sales taxes, abounding work opportunities,

proximity to the Rocky Mountains and is rated as one of Canada’s cleanest cities. Calgary has a population of almost 1.7 Million people and offers a wide variety of cultural experiences, including the world-renowned Stampede. Minutes from the foothills the city is overflowing with outdoor activities year-round and a walking and biking trail that runs the entire length of the city.

## WHO WE ARE SEEKING

Key to the continued success of the CIVIC is the hiring of their first full-time Executive Director. The Executive Director will collaborate and partner with the Artistic Director to lead the organization and will be considered the Chief Executive Officer responsible to the Board of Directors for all operations of the CIVIC.

The successful candidate will be a highly motivated, passionate, self-directed professional with multi-faceted skills to manage a wide range of roles and responsibilities in a small non-profit arts organization. The ideal candidate will be someone with executive-level leadership experience, a critical thinker, who is adept at problem solving and negotiating and knows the value of building interpersonal relationships within the CIVIC and with external stakeholders. The opportunity exists for someone with the right experience and interests to build and transform the CIVIC through inspired leadership, taking the organization to the next level. **Reporting to the Board of Directors, the Executive Director will be responsible for the following:**

### PLANNING & ADMINISTRATION

- Advises, assists, and implements the strategic plan of the CIVIC in partnership with the Board of Directors.
- Attends all Board and Committee meetings and ensures local, provincial, and federal regulations are being adhered to as a non-profit organization in good standing.
- Undertakes the development and documentation of policies and procedures and improvements to organizational structure.

### VOLUNTEERS & CONTRACT PERSONNEL MANAGEMENT

- Serves as the direct manager of all contracted personnel, both Administrative and Artistic, in collaboration with the Artistic Director, and relying on the resources of the Board of Directors where appropriate.
- Manages volunteer resources effectively and efficiently.

### FUNDRAISING & COMMUNITY RELATIONS

- Ensures effective communication and advocacy with the CIVIC's constituencies: volunteer groups, other arts organizations, public agencies, government agencies, venues, and the public to create positive relationships and outcomes for the CIVIC.
- Partners with the Board of Directors in achieving and surpassing fund-raising goals, including major donors, annual fundraising drive, corporate sponsorships, special events, endowment campaigns, planned giving program, and identification and cultivation of new donors.
- Ensures contributions are recognized appropriately and maintains complete and accurate records of financial support.
- Prepares and submits grant applications and reports to foundations, corporations, and government agencies.

### ARTISTIC ADMINISTRATION

- Participates in the development, implementation, and monitoring of the orchestra's artistic objectives including selection and contracting of guest artists, guest conductors, performing groups, and programs.

## CONCERT PRODUCTION

- Ensuring that all aspects of concerts from a producing point of view are handled smoothly.
- Developing and maintaining effective relationships with Arts Commons for the booking and planning of rehearsals and concerts, including ticketing, marketing, FOH services and calendar bookings.
- In consultation with the Artistic Director/Conductor, develops an annual master plan for orchestra operations, including rehearsal schedules, local and run-out concerts, program themes and ideas, special events, broadcasts, and audience development.
- Ensures that rehearsals and concerts are properly staffed with support personnel and attends all concerts and when required attends rehearsals.
- Manages effective communications with the orchestra, Board, members, supporters and donors and the preparation of the concert programs.

## MARKETING & COMMUNICATIONS

- Collaborates with the Marketing and Communications Committee to develop and implement a marketing plan for subscription campaigns and for individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales.
- Maintains relationships with media contacts and secures both paid and unpaid content.
- Ensures communications with the orchestra, board and members and preparation of the concert program.

## FINANCE

- Ensures that accurate books of accounts are maintained and proficiency with QuickBooks Online is preferred.
- Maintains bank accounts as directed by the Board.
- Prepares and submits for approval annual operating budgets and manages the day-to-day finances of the CIVIC within approved budgets, including opportunities to improve processes and effectiveness.
- Collaborating with the Treasurer and the Finance & Audit Committee, prepares quarterly and per concert monthly financial statements, including cash flow projections, and revenue/expenses vs budget, for Board review and member approval.
- Ensure that grants and Casino funds are spent in accordance with grant and AGLC guidelines and that all reporting requirements are met.

## LEADERSHIP

- Collaborating with the Artistic Director/Conductor, the Executive Director will articulate and portray a clear vision that demonstrates the CIVIC's values.
- Developing with the Artistic Director/Conductor and implementing a performance strategy consistent with the Calgary Civic Symphony's strategic plan that supports its unique and varied programming.
- Collaborating with the Artistic Director/Conductor to ensure there is clear, open communication and coordination between the various artistic, administrative, and operational functions.
- Monitoring the external environment for changes that could affect the CIVIC's success, advising the Board of such changes, and in collaboration with the Artistic Director/Conductor developing and implementing appropriate strategic responses.

## BOARD RELATIONS

- Establishes a strong and collaborative working relationship with the Chair and Board and participate as a non-voting ex-officio member of the Board and its committees as required.
- Meets regularly with the Chair and reports to the Board as required on strategic initiatives, finance, operations, audience development, fundraising and other areas as required.
- Assists in the preparation of all materials for board and committee meetings and ensures that Board minutes are recorded, and all corporate returns are filed on a timely basis, including municipal, provincial, and federal reporting requirements.
- Collaborates with the Board to develop and implement governance policies and ensure the Board is made aware immediately of any concerns which could affect the operations or reputation of the CIVIC.

## CORE TRAITS & CHARACTERISTICS

- The next Executive Director of the CIVIC will have high emotional intelligence, be an exceptional leader who is future focused and embraces change management and organizational growth.
- The successful candidate will have leadership experience and a demonstrated record of increasing success in the field of music or arts-related non-profit organizations and have an appreciation of classical music.
- The Executive Director of the Calgary Civic Symphony will be a motivated ambassador and will want to build on community relationships as a strong advocate for the CIVIC in a dynamic community.
- The ideal candidate will be comfortable engaging in conversations that build effective partnerships, raise levels of engagement, and advance innovative approaches to artistic, educational, and community needs.
- Embodying integrity and authenticity, the Executive Director will embrace a healthy organizational culture based on collaboration and strategic partnerships.
- Insightful and resourceful in leveraging financial, human, and technological resources, the Executive Director will be a highly evolved communicator both internally and externally who is skilled at fundraising, advocacy, and government relations.
- A highly influential individual who can fruitfully mobilize artistic and social resources, the Executive Director will be an inspirational leader, proven business manager, and skilled relationship builder - with a commitment to exceeding expectations.
- The Executive Director will bring an affinity for the CIVIC's mission and vision and a passion to positively impact the organization's long-term success.

## OTHER KEY TRAITS & CHARACTERISTICS OF THE ROLE

**Leadership** – Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.

**Decision Making** – Analyzing all aspects of a situation to make consistently sound and timely decisions.

**Project Management** – Identifying and overseeing all resources, tasks, systems, and people to obtain results.

**Negotiation and Diplomacy**– Listening to many points of view and facilitating agreements between two or more parties while effectively and tactfully handling difficult or sensitive issues.

**Creativity & Innovation** – Creating innovative approaches, programming, process, technologies and/or systems to achieve the desired result.

**Futuristic Thinking** – Imagining, envisioning, projecting, and creating what has not yet been actualized.

**External Stakeholder Focus** – Anticipating, meeting and or/exceeding stakeholder needs, wants and expectations.

**Self Starter and Personal accountability** – Demonstrating initiative and willingness to begin working while being answerable for personal actions.

## COMPENSATION

Compensation will be commensurate with experience and skills consisting of a salary range of between **\$70,000 - \$80,000** annually. While the Executive Director role is a full-time position based on a regular work week, hours of work and schedules may vary. Professional development and continued education are supported. A condition of employment will be a clear criminal records check.

## EDUCATION & EXPERIENCE

- University degree in a related discipline, or equivalent relevant experience in arts management, marketing, or fundraising.
- Minimum three years' experience in a senior management position in a non-profit environment
- Demonstrated experience working with a Board of Directors
- Exceptional verbal and written communication skills and computer proficiency

## APPLICATION INSTRUCTIONS

The CIVIC's Executive Director Search is led by Martin Bragg and Nicola Dawes of **Martin Bragg & Associates**. To apply in confidence, please email your letter of interest and resume to Martin Bragg & Associates at [calgarycivic@mbassociates.ca](mailto:calgarycivic@mbassociates.ca)

Qualified candidates are encouraged to apply, and all applicants will receive an acknowledgement of their application. **The review of applications will begin immediately and the deadline for applications is April 29, 2024.** No phone calls, please. Prospective applicants are encouraged to review the Calgary Civic Symphony's website is [www.calgarycivicsymphony.ca](http://www.calgarycivicsymphony.ca) prior to submitting materials for consideration.

Calgary Civic Symphony and Martin Bragg & Associates are committed to an open and transparent hiring process and encourage applications from diverse communities. We are committed to employment equity, diversity, and inclusion, and are unwavering in our pursuit of excellence. We actively and intentionally operate as anti-bias, and anti-racist organizations. As such, we promote policies, practices, and programs that create a dialogue toward mutual understanding. We welcome all applications from and others who may contribute to the further diversification of ideas. Disabilities, persons of all sexual

## ACKNOWLEDGEMENT

*Calgary Civic Symphony acknowledges that they live, work, & play on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation of Alberta (Districts 5 and 6), & all people who make their homes in the Treaty 7 region of Southern Alberta. The CIVIC acknowledges all Nations who live, work, and play and help them steward this land and honour and celebrate this territory. The CIVIC is committed to working to advance Truth and Reconciliation.*