

General Manager

The Board of Directors of the Vancouver Folk Music Festival Society is looking for a motivated, dynamic and experienced General Manager to join the Festival's leadership team. Reporting to the Board of Directors, this position will oversee and manage the general operations and infrastructure of the festival including - production, finances, fundraising, permits, food services and vendors. Working in collaboration with the Artistic Director and the Board of Directors, the General Manager will also be a key leader in creating and implementing the festival's vision and strategic plan.

Job Duties and Responsibilities:

- Provide a leadership role in collaboration with the Artistic Director and the Board, in developing and executing the festival's strategic objectives.
- Oversee the general festival operations including: production, merchandise, box office, food vendors, food services, retail vendors and volunteers.
- Develop and maintain an annual operating budget of over \$ 2 million; balancing and updating cash flow, working with suppliers on structured payment schedules, etc.
- Oversee production of events throughout the year that support the festival; e.g. concerts, fundraising events, etc.
- Supervision of the volunteer, site and production contracts and programs for the Festival.
- Ensure timelines are followed and deadlines are met leading up to and during the festival.
- Monitor expenditures and implement strategies for financial efficiencies.
- Secure grant funding; oversee and contribute to sponsorship, fundraising activities, donor development and retention; develop new revenue and funding streams.
- Manage and recruit year-round and summer staff; create a positive and collaborative work environment; support and create opportunities for employee growth and development.
- Provide written monthly progress reports to the Board.
- Provide an annual comprehensive report on the festival and ancillary events with recommendations.

Qualifications

- Experience managing large scale music productions – preferably a festival.
- Experience in developing and managing budgets.
- Able to problem-solve calmly and effectively, especially under pressure.
- Experience with fundraising, grant writing and donor relations in the arts and cultural sector.
- Demonstrated leadership, strong planning, time management and organizational skills.
- Strategic thinker with the ability to work collaboratively and deliver results in a timely manner.
- Experience in recruiting, developing and managing staff – including coaching and providing performance feedback.
- Familiarity with digital platforms related to event planning, marketing, and office management.
- Leadership and management style that promotes and fosters a supportive environment founded on appreciation, recognition learning and professional development.

- Committed to cultivating an inclusive environment that recognizes the various barriers faced by individuals, incorporates diverse perspectives and promotes curiosity and creativity.
- Experience working with a volunteer Board of Directors (an asset).
- Ability to flex hours; work evenings, and weekends as required, especially in the lead up to and during the festival.
- Intermediate to advanced computer skills working with MS Outlook, Word, Excel and PowerPoint.
- Valid Class 5 Drivers Licence for the Province of British Columbia occasional travel within the lower mainland to attend meetings is required.

Join our team!

The Vancouver Folk Festival offers an engaging, dynamic and creative work environment. We also offer a flexible work schedule, 3 weeks of paid annual vacation and a central office located in Vancouver's trendy Mount Pleasant neighbourhood – easily accessible by bike, transit and car.

Anticipated start date for this position is as soon as possible.

To apply, please submit your application by February 4, 2018 to vfmfjobs@gmail.com