

Celtic Colours Festival Society

Job Description

Chief Executive Officer

Position Summary

Reporting to the Board of Directors (BOD) of the Celtic Colours Festival Society, the Chief Executive Officer (CEO) has the overall strategic, administrative, and operational responsibility for the Celtic Colours International Festival (CCIF), in accordance with the vision and policies of the Celtic Colours Festival Society.

The CEO is a team player who serves as leader for full and part-time staff, seasonal contract Festival staff, and volunteers, and will ensure a respectful and safe working environment for all persons on that team.

It is the role of the CEO to nurture sponsorship, funding, and philanthropic relationships and to lead revenue generation through new and sustained sources of earned income, private and public sector investment, and other revenue streams.

The CEO is the public face for the Festival and will play a key role in maintaining and further developing the Society's brand and its role as a significant presenter of Cape Breton Island's culture. The CEO works in close collaboration with staff to support the artistic vision and activities of the organization. The CEO promotes a culture that reflects the organization's values.

Duties

1. Vision and Strategic Planning

- Ensures the operations of the Festival strive to achieve the vision, mission, and strategic direction of the Festival
- Presents to the BOD annual operational goals, budgets, and objectives
- Works with the BOD to establish, implement, and evaluate a three-year Strategic Plan

2. Financial

- Ensures effective financial management of the Festival in a responsible manner, and ensures the security of the Festival's assets

Budget:

- In collaboration with senior staff, develops the annual operating budget for approval by the BOD

- Ensures timely reports are delivered to the BOD, including any corrective action plans
- Ensures the operation of the Festival within the parameters established by the BOD through the approved annual operating budget

Funding, Sponsorship, and Business Development:

- Maintains, strengthens, and broadens fundraising, sponsorship, philanthropic, and business development activities and exercises overall managerial responsibility for achieving the fundraising and financial goals of CCIF
- Oversees submission of funding applications, all follow-up reports, etc.
- Oversees and participates in the maintenance of communications with funding partners and sponsors year-round including written reports, funder surveys, and in-person meetings
- Develops an annual sponsorship plan and ensures that the organization is raising the funds and in-kind services it requires to meet the strategic goals outlined in this plan
- Ensures that all aspects of sponsorship—from identification through to sponsor fulfillment—are being met
- Explores opportunities to generate new revenues utilizing Celtic Colours assets such as the Box Office, CD and audio streaming sales, merchandising, live streaming, broadcasting, etc.
- Maintains the society's Charitable Status by ensuring all elements as required by Revenue Canada are adhered to and that all required submissions are kept up to date

Contracts and Services:

- Negotiates and executes all contracts for services in adherence with the approved budget and policies (e.g., technical, venues, design)
- Works closely with the team to access the best services within the budget and collaborates closely with Artistic Director re: artists' contracts

3. Human Resources Management

- Fosters a respectful, safe, and productive work environment for full and part-time employees, performers and contractors, etc.
- Directly supervises the Artistic Director, Marketing team, Box Office Manager, and administrative staff

- Leads, motivates, inspires, manages, and coaches staff in a manner that supports the achievement of the Festival's goals
- Works with staff to set timelines and work plans for all areas of the operation
- Conducts staff meetings and consultations to develop and carry out activities, and ensures open communication among staff
- Ensures staff perform their tasks in adherence with all policies and procedures of the organization
- Ensures staff perform their tasks according to required timelines
- Delivers a performance-based management system for staff which includes annual performance goals, on-going coaching, and evaluations and assessment of professional development needs
- Hires and terminates staff as required in accordance with the annual operating budget as well as Nova Scotia labour Legislation

4. Programming

- Works with appropriate staff and committees to ensure the effective planning, implementation, and evaluation of all programming
- Supports the artistic programming through strategic, budgetary, and operational direction and oversight

5. Governance

- Makes recommendations to the BOD on matters of policy and procedure
- Conducts orientation sessions for new members of the BOD and Committees and keeps an orientation manual current for new Board members
- Sits ex-officio on the BOD as well as on all standing and special committees of the Society, unless otherwise advised
- Seeks the advice of the BOD on matters that fall outside of regular operations

6. Reporting

- Prepares reports for the BOD and committees as necessary, as well as the final annual reports
- Ensures the financial reporting as per the schedule in the Financial Policies

7. Networking, Public Relations, and Community Leadership

- Uses presence and relationships to identify new opportunities for partnering with arts and culture organizations, public and private sector agencies, educational institutions, and industry associations
- Maintains open communication and facilitates positive working relationships with other cultural, economic development, and tourism organizations
- Maintains positive, ongoing communication with community hosting organizations and aids with their development goals
- Fosters positive public relations with the general public, media, partners, and other stakeholders
- Cooperates with local, provincial, national, and international culture, heritage, genealogy, tourism, and educational groups and institutions
- Works with educational organizations and schools to promote the development of the culture among youth

Disclaimer

Job descriptions are not all-inclusive. This job description describes the general nature and level of work being performed by employees assigned to the position. Employees may perform other related duties and tasks as required to meet the needs of the operation.