

Organization: [Open Ears Festival of Music & Sound](#)

Job Title: General Manager

Reports To: Board of Directors

Works Closely With: Artistic Director

About Open Ears

Open Ears Festival of Music and Sound reimagines how we engage with music through its bold and innovative programming, making it a vital force in the Waterloo Region's contemporary art scene. Since 1998, the festival has championed cutting-edge artistry, featuring performances that span indie classical, electroacoustic, and immersive sound art. Open Ears connects the community with diverse local, national, and international artists, inspiring curiosity and enriching the cultural fabric of the Waterloo Region.

Position Overview

The General Manager (GM) is responsible for the overall administration, financial management, and operational oversight of Open Ears, ensuring its smooth and successful functioning. The GM will collaborate closely with the Artistic Director to support season programming and festival preparation while working with the Board of Directors to fulfill governance responsibilities. This role also encompasses financial stewardship, strategic planning, marketing, and event coordination to achieve the organization's mission and vision.

Key Responsibilities

1. Financial Management

- Prepare and manage the annual budget in collaboration with the Artistic Director, presenting it for Board approval.
- Provide regular updates on budgets and financial health to the Board.
- Oversee bookkeeping, annual audits, and year-end file preparation, liaising with the bookkeeper and auditor as needed.
- Manage all regulatory filings, including HST returns, T4s, T4As, and registered charity documents such as T3010, T1235, and T1236 forms.
- Explore alternative funding sources such as grants, corporate sponsorships, and donations.
- Lead fundraising efforts, including planning and executing the annual fundraiser.

2. Office Administration

- Manage OE email and phone correspondence, ensuring bills are paid and responses are sent in a timely manner.

- Maintain accurate records of invoices, expenses, and income.
- Order and distribute music scores and parts if necessary, including any performing rights payments.
- Regular reporting and payment of SOCAN fees.
- Arrange for printing of OE documents as needed (programs, posters, brochures, etc.).
- Handle artist contracts, including negotiating accommodations and transportation when applicable.

3. Governance & Leadership

- Support the Board of Directors in their governance and fiduciary responsibilities, including but not limited to:
 - preparation for monthly meetings, Annual General Meeting (meeting minutes, meeting agenda, AGM Notice of Meeting), as required
 - maintenance of governance records (Directors terms, signing officers)
 - filing updates for Province of Ontario Incorporation compliance
 - filing updates to Canada Revenue Agency for registered charitable status
- Foster strong relationships between the Board, Artistic Director, funders, sponsors, and other stakeholders.

4. Grant Writing & Reporting

- Collaborate with the Artistic Director to prepare and submit grant applications, working closely with on content and budgets.
- Ensure all grant conditions, deadlines, and final reporting requirements are met.
- Research and pursue new grant opportunities to support organizational growth.

5. Marketing & Public Relations

- Collaborate with the Artistic Director to create and implement marketing and communication strategies.
- Manage the production and distribution of marketing materials (posters, event guides, web copy, etc.).
- Maintain the organization's online presence, including website updates and social media activity.
- Engage local press and media for coverage of events and initiatives.

6. Event Coordination

- Oversee the planning and execution of events, including booking venues, managing volunteers, and coordinating logistics.
- Support the Artistic Director in festival planning, including timelines for advertising, artist contracts, and hospitality arrangements.
- Oversee the box office for all OE events including booking volunteers, ticket & subscription sales, selling artist CDs, and preparation and maintenance of the float, cash boxes, and credit card payments.

Qualifications

- Proven experience in arts management, event coordination, or nonprofit administration.
- Strong financial acumen, including budgeting, bookkeeping, and grant management.
- Excellent organizational skills and attention to detail.
- Proficiency in office software and familiarity with social media platforms.
- Outstanding communication and interpersonal skills.
- Ability to work collaboratively with a variety of stakeholders.
- Passion for arts and culture, with an understanding of the unique needs of arts organizations.

Salary

- \$19500 per year
- Paid in monthly installments

Application Process

Interested applicants are invited to submit the following materials:

- A current resume/CV highlighting relevant experience.
- A cover letter detailing your interest in the position, your qualifications, and how your skills align with the role.

Applications should be sent to info@openears.ca with the subject line: *General Manager Application – [Your Name]*.

The deadline for applications is February 16th, but applications will be reviewed on a rolling basis, so early submission is encouraged. Only candidates selected for an interview will be contacted.

Open Ears is committed to fostering an inclusive and equitable environment. We welcome applications from individuals of all backgrounds, experiences, and abilities. If you require accommodations during the application or interview process, please contact us at info@openears.ca.