



Executive Director / Arts Management (part-time)

High River Gift of Music is a non-profit organization that brings excellence in music to the community of High River and area since 2009 whose aim is to open the doors to the world of music through education, outreach activities and of course, incredible musical performance.

The Executive Director is responsible for implementing the artistic vision and focus of the High River Gift of Music Society in consultation with the Board of Directors and the Artistic Director.

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.

Responsibilities & Duties:

The Executive Director is accountable to the Board of Directors and works collaboratively with the Artistic Director and Board. They work in a co-leadership role with the Artistic Director.

Planning and Administration

- Support, implement artistic vision and programming
- Implement policies and long-term direction established by the Board of Directors, in keeping with the Society's bylaws, Special Resolutions and practices.
- Ensure ongoing communication with staff and Board of Directors
- Attend Board meetings.
- Maintain and liaise with service providers to meet the terms of their agreements
- Ensure Society remains in good standing
- Manage day-to-day business of the society

Financial

- Operate the program within the annual board-approved budget
- Consult with treasurer and bookkeeper to ensure accurate financial reports.
- Liaise and maintain up-to-date records and accounts with service providers.

Fundraising and Community

- Develop and cultivate fund development and grant opportunities
- Develop, cultivate and maintain liaison with donors, sponsors, and grantors
- Prepare and write grant applications, grant reports and ensure terms of contractual agreements are met.
- Build relationships/partnerships with community, educational institutions, media, and businesses.
- Ensure compliance with all relevant laws and standards for performances and events.

Marketing

- Liaise with creative team; direct and approve design and content of marketing materials.
- Manage marketing channels: booking, submissions and distribution for advertising, social media, event listings, posters, digital newsletters and website.
- Manage digital ticket platform, prepare and upload content, maintain, provide reports.

Concert and Outreach Production

- Manage effective communications with artistic guests, Board, supporters and donors.
- Work with Board, Artistic Director, volunteers to present events.
- Ensure Emergency Action Plan (EAP), insurance and any permits required are in place.

Key Traits and Characteristics

- Project Management
- Decision Making
- Creativity and Innovation
- Futuristic Thinking
- External Stakeholder Focus
- Self Starter and Personal Accountability

Education and Experience

- University degree in a related discipline, or equivalent experience in arts management, marketing, or fundraising.
- Knowledge/background in classical music and/or performance community.
- Minimum three years experience in arts management position in a non-profit environment.
- Experience working with Board of Directors.
- Exceptional verbal and written communication skills and computer proficiency.

The Executive Director role is a part-time staff position, with flexible hours, requiring availability for some evenings and weekends. Candidate can work remotely, but needs to be familiar with High River and area and available to engage and support organizational needs locally. Salary \$1,500/month.

Apply

Submit letter of interest and resume to High River Gift of Music HR Committee at info@highrivergiftofmusic.com, by June 20, 2025.

ABOUT THE HIGH RIVER GIFT OF MUSIC SOCIETY

Celebrating 17 years of classical excellence. High River Gift of Music is a non-profit society that has been bringing extraordinary world-class classical music to the High River and area community since 2009. Core activities include a subscription concert series (5-6 concerts/season) along with youth educational programming and community outreach concerts. Highrivergiftofmusic.com