



Canadian Dance Assembly  
L'Assemblée canadienne de la danse

Canadian Dance Assembly ~ L'Assemblée canadienne de la danse  
55 Mill Street, Suite 312, Case Goods Building, Toronto, ON, M5A 3C4  
tel / tél : 416-515-8444 info@dancecanada.net  
fax / téléc : 416-515-9444 www.dancecanada.net

## **JOB POSTING**

### **Executive Director, Canadian Dance Assembly**

The **Canadian Dance Assembly** is seeking a full time Executive Director. Reporting to the Board of Directors, the Executive Director is charged with leading the Canadian Dance Assembly into the next phase of its journey, with its mission, vision and community values as a guide. The scope of responsibility will include oversight of external and community relations, membership services, revenue generation, long range planning and the overall internal operational, financial and administrative responsibility for the organization. The Executive Director will maintain an institutional culture that balances the diversity and richness of the Canadian dance milieu with the efficacy of best business practices, fiscal accountability and institutional impact.

**Term:** Full time (with the possibility of a flexible schedule)  
**Compensation:** Commensurate with experience  
**Start Date:** 1 June 2010

The Canadian Dance Assembly (CDA) is the national service organization representing the professional dance sector in Canada. Together with its membership of over 360 dance professionals and organizations, CDA advocates for a healthy, sustainable environment in which professional dance practice can grow and thrive. CDA is a reputable source of information on the current state of dance in Canada and provides representation to policy-makers and the public. CDA enables its national membership of dance professionals and organizations to connect with their peers through regular communication, conferences, forums and workshops, and facilitates opportunities for networking, dialogue and exchange on topics relevant to the Canadian dance sector.

#### **Job Description:**

##### **Advocacy and Organizational Advancement**

Identify stakeholders, develop strategies and define how key messages will be delivered to various individuals, funders and organizations to maximize visibility, brand and earned and contributed revenues. Guide the public image and brand awareness of the organization, clearly articulating its mission, vision, programs and impact, and acting as a primary spokesperson with the Board President and/or the Chair of the Advocacy Committee.

##### **Operational and Strategic Planning and Management**

Oversee short-term operational and long-term strategic planning and implementation processes, including the effective mentoring and supervision of the organization's professional and volunteer human resources, mobilization of technical resources and decision making related to appropriate use of fiscal resources.

## **Finance**

Working in close collaboration with the Board, the Executive Director will be responsible for resource management, including the preparation of government and foundation funding proposals for operations and projects; development of a workable annual budget, monitoring financial activity and cash flow regularly, ensuring ongoing accurate and informative reporting, and making decisions in accordance to financial realities, priorities and risk management contingencies and development of marketing and public relations programs that achieve earned income goals.

## **Governance**

Provide support to best utilize the talents and resources of the Board, stimulate involvement, recruit new members and work closely with the Board to ensure fiscal health and effective governance of the organization.

## **Traits and Characteristics**

The ideal candidate will possess the following traits and characteristics.

- Imagination, vision, leadership and a passion for furthering the artistic and community development of the dance milieu;
- Results oriented leadership with ability to organize and motivate people to accomplish goals while creating a sense of order and strategic direction. The ability to build and sustain collaborative team efforts;
- Broad ability to interact with internal and external stakeholders in a positive manner with superior interpersonal, verbal and written presentation abilities;
- Strong reading, writing and verbal skills in English, with a competency in communicating verbally in French;
- An undergraduate degree or commensurate professional experience.
- Sensitivity to the diverse constituencies and the complexity of the dance community, with the depth of knowledge to make appropriate, effective and tactical decisions within this context;
- Ability to distil ideas, clarify issues and think strategically with pragmatic knowledge and a hands on approach to accomplishing goals and objectives;
- Good organizational and administrative skills with the ability to plan, set goals and objectives and follow through;
- Senior level management experience, including an excellent knowledge of fiscal management, with strong skills in technology, organizational image building, marketing, external relations, revenue generation;
- Integrity and fairness with the highest ethical standards.
- A dedication and interest in the arts.

Interested candidates should submit a resume and cover letter by **14 April 2010** to:

Search Committee  
Canadian Dance Assembly  
55 Mill Street, Suite 312, Case Goods Building  
Toronto, ON M5A 3C4  
Fax: 416-515-9444  
Email: [info@dancecanada.net](mailto:info@dancecanada.net)

Submissions accepted via post, fax or email (in Word or PDF format only). No phone calls please.