

December 14, 2017

Toronto Outdoor Picture Show Board of Directors

Volunteer position

Opportunity to join Toronto Outdoor Picture Show's Board of Directors

Toronto Outdoor Picture Show (TOPS) is a local not-for-profit organization dedicated to sharing quality outdoor cinema with Toronto communities. Incorporated provincially in January, 2015, TOPS stems from the long-standing Christie Pits Film Festival (CPFF). The organization's signature project, CPFF is an annual series of outdoor weekly film screenings throughout each summer in Christie Pits Park. Founded in 2011 by cultural programmer and local resident Emily Reid, CPFF is now a cornerstone of west-end Toronto's cultural events and has seen approximately 34,000 patrons over its seven-summer history, now with an average nightly attendance of 1000.

Toronto Outdoor Picture Show began to extend its programming mandate beyond its home park in 2016, and has since met with new audiences in Toronto parks in Etobicoke, downtown east-side, and North York. TOPS has completed its first three years as a not-for-profit organization and now seeks to fill available Board of Directors positions to help guide the organization in its continued growth.

Board of Directors Roles and Responsibilities:

- **The Board is specifically looking to fill vacancies in the following areas of expertise:**
 - **Non-profit financial management (ideally CPA) to improve institutional best practices**
 - **Individual giving and/or fundraising specialization**
 - **Canadian filmmaking or knowledge of the Canadian filmmaking community**
 - The above roles are the current priorities for the Board, though excellent candidates in other fields will be considered as well.
- Act as an ambassador for the festival, increasing its audience and diversity, aiding its individual giving campaigns, and promoting its mandate to the community.
- Attend Board meetings, approximately 7 per year, contributing to the Board and supporting the work of the Festival Director & Lead Programmer.
- Advise and assist the festival staff where appropriate.
- Help to identify and secure new funding sources.
- Knowledge of TOPS' programming, and a passion for public programming an asset.
- Commitment should range from 5-12 hours per month, depending on the time of year, as workload and individual contributions fluctuate. This commitment will be on the higher end over the summer season, as Directors are expected to lend a hand at a minimum of one third of the organization's screenings (in summer 2018, approximately 6-8 shifts over a two-month period).
- Commitment is typically for a one-year term, beginning at each February's AGM, with the likely possibility of renewal.
- No remuneration can legally be provided for service on a not-for-profit Board of Directors, though reimbursement for expenses and additional services may be provided, subject to approval.
- Please note that in keeping with its Conflict of Interest policy, TOPS does not curate the artwork of current Board Directors or staff.

To express your interest, please send a letter of intent to the Festival Director & Lead Programmer, Emily Reid, at TOpictureshow@gmail.com by January 5, 2018. Please answer the following:

What resources, experience or interests would you bring to the festival?

Have you ever attended any TOPS programming, and why do you want to be a board member?

For more information about the organization, please visit TOpictureshow.com or inquire by email.