

November 17, 2020

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 charitable organization dedicated to sharing high quality, diverse, and accessible outdoor cinema with Toronto communities. Incorporated as a not-for-profit in 2015, and as a registered charitable organization in 2020, TOPS stems from the long-standing Christie Pits Film Festival (CPFF), Toronto's largest public outdoor film festival. Founded in 2011 by cultural programmer and local resident Emily Reid, CPFF is a cornerstone of west-end Toronto's cultural events and has seen approximately 52,000 patrons over its nine-summer history, with an average nightly attendance of 1000. Since 2016, TOPS has extended its programming mandate to communities and parks across the GTA, and has since also reached audiences in Etobicoke, downtown west- and east-side, and North York.

In 2019, TOPS presented 18 curated screening events in four Toronto neighbourhoods, reaching over 12,000 attendees. In this same year, the organization made a sizable capital investment in the future of its programming by purchasing a complete, high-end outdoor cinema presentation system, ensuring that the festival could have more control over the quality of its productions. Due to the COVID-19 pandemic in 2020, TOPS postponed its ambitious 10th Anniversary Season to 2021, and instead presented a 10-day physically distanced outdoor festival of reduced scope to mark the start of its anniversary. This late-August event series was Toronto's first in-person festival since March 2020.

TOPS now seeks to fill vacant Board of Directors positions in February, 2021, to help guide the organization in its next stage of growth and sustainability. TOPS expects its directors to be a working board, supporting the work of its small staff, and providing strategic oversight. The Board and voting members are interested in hearing from all candidates who would bring excellent skills and experience to the organization. Areas of particular need are:

- **Individual giving and charitable fundraising for arts & culture organizations**
- **Non-profit/charitable financial management (bookkeeping or CPA)**

We expect to invite three candidates to join the Board of Directors, so we are also interested in hearing from candidates without these particular areas of expertise who are enthusiastic about supporting local arts and culture.

In June 2020, TOPS issued a [statement of solidarity](#) in support of Black Lives Matter and Indigenous activists in Canada, and committed to adding more diverse voices to our leadership and operations. As part of this commitment, candidates from marginalized communities, including but not limited to queer and trans folk, BIPOC individuals, and people with disabilities, and others with the skills and knowledge to productively engage with diverse communities will be prioritized. We encourage applicants from these communities to self-identify in their applications.

Board of Directors Roles, Responsibilities, and Key Skills:

- Act as an ambassador for the festival, increasing its audience and diversity, and promoting its mandate to the community
- Help to identify and secure new funding sources (private and public)
- Contribute to the organization's "giving and getting" individual fundraising campaigns
- Attend Board meetings, approximately 10 per year, contributing to organizational governance
- Support the work of the Founder, Artistic & Executive Director; advise and assist the festival staff where needed, and take initiative where appropriate
- Knowledge of TOPS' programming, and a passion for public programming a strong asset
- Much of TOPS' communication between executive staff and the Board is by email, and therefore Directors are expected to be responsive and have good communication skills
- Commitment should be approximately 10 hours per month of individual and collaborative work outside of the festival season, understanding that workload and individual contributions fluctuate based on area of expertise. This commitment will be on the higher end over the summer season, as Directors are expected to lend a hand at approximately half of the organization's screenings (approximately a 40-hour commitment a 2.5-month period)
- Director commitments are for two-year terms, beginning at each February's AGM, with the possibility of renewal on a case-by-case basis
- No remuneration can legally be provided for service on a charitable 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, or other non-arm's length individuals.

Applications are due Friday, December 18th, 2020.

To express your interest, please send a letter of intent and resume to info@topictureshow.com and board@topictureshow.com, answering the following:

What resources, (work or life) 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 Director?

Do you have any particular demands on your evening/weekend schedule (whether year-long or seasonal/temporary) that may prevent you from participating in the governance or operational responsibilities of TOPS' Board of Directors?

For more information about the organization, please visit Topictureshow.com or inquire by email. Only candidates selected for an interview in January will be contacted.

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