Call for Applications:
Festival Manager 2022 — EXTENDED

Art in the Open is seeking an experienced, self-driven and community-minded arts administrator to lead efforts in organizing the 2022 Art in the Open Festival, including managing the day to day affairs of the non-profit organization, developing funding applications, hiring and directing the Annual Festival Team (Curators, Production Staff, etc.), developing final post-festival reporting and planning for future festival years.

Position Details
● Permanent position with year round work, flexible hours leading up to and following August 2022 festival date (and future annual festivals). Core festival development and production period from February - August. Contract
● $35,000 - $45,000 full-time salary or comparable part-time contract, based on experience, budget availability and applicable funding programs.
● Location: Prince Edward Island (Festival Location: Downtown Charlottetown)
● Reports to: Art in the Open Inc. Board of Directors
● Deadline to apply: March 4th, 2022 @ 5pm Atlantic Time
● Start Date: March (ASAP)

Duties and responsibilities include but are not limited to:
● Overseeing the direction and successful implementation of the annual Art in the Open Festival guided by the Festival's Critical Path annual planning document;
● Hiring annual Festival Curators in collaboration with the Board's Curatorial Committee, and hiring and supervising the Festival Production Staff;
● Acting as the organization's primary spokesperson, representing the organization to stakeholders, including funders, partners and the community; collaborating with Festival Staff on the drafting of letters, media releases, social media, and other communications;
● Working alongside the Board of Directors to determine the organization's strategic priorities and action plan, and supervising the implementation of this for future Festivals;
● Participating in the organization’s Board of Directors meetings, and preparing and delivering reports to the Board on the organization’s activities and finances and ensuring fulfillment of other legal obligations of the organization;
● Preparing final festival grant reporting for funders in collaboration with Festival Staff, and identifying and preparing grant applications to government, private, and other partners for future festival years, with an emphasis on diversifying revenue sources, festival participants and projects in the interests of the festival's long term vitality and sustainability;
About the Organization

Art in the Open (AITO) is an annual festival of contemporary art in Charlottetown, Prince Edward Island that takes place over two weeks in August, culminating in the Main Festival Event from 4pm - 12pm. The Festival is a provincially registered non-profit organization that is driven by a board of directors comprised in majority, of the festival’s presenting partners. Past presenting partners include Confederation Centre Art Gallery, Black Cultural Society of PEI, City of Charlottetown, this town is small inc., Creative PEI, Film PEI, and La Fédération culturelle de l’Île-du-Prince-Édouard. AITO is supported by numerous provincial and federal funders, private sponsors, artists and volunteers. It brings art installations, projections, performances, outdoor sculpture, multimedia works, as well as career development opportunities for artists and diverse interactive experiences for audiences.

AITO is dedicated to enhancing the use, conservation, and appreciation of public urban and green spaces in Charlottetown, while promoting free access to a high standard of contemporary visual art outside of a traditional gallery setting. The festival operates to support the careers of emerging and professional contemporary artists in Canada, and provides mentorship opportunities for emerging P.E.I. artists through exposure to nationally-recognized artists.

2021 marked the 11th annual festival, with 17 paid staff and 85 volunteers working to present 37 artistic engagements, involving over 93 artists from across Atlantic Canada and North America. The festival operates with an annual budget of approximately $90,000.

Candidate Qualifications

The ideal candidate will be able to demonstrate the following qualifications through their past experience represented in their CV and cover letter:

- Demonstrated experience developing and managing budgets, and possesses an understanding of accounting procedures.
- Experience in leading a not-for-profit organization, in either a management or board capacity.
- Supervisory experience and the demonstrated ability to lead, motivate, and support staff and volunteers.
- Successful track record with funding applications, including project and staffing funding through Municipal, Provincial and National arts funders, and additional diversified funding sources including sponsorship and donation revenues.
- Excellent oral and written communication skills, including effective presentation skills, and comfortable communicating with funders, partners and media.
- Ability to plan, organize and prioritize work, handling multiple project elements at one time with a high degree of efficiency and thorough attention to detail.
- Knowledge of, and experience in, the Canadian contemporary arts presentation landscape with particular knowledge of arts practice and presentation in Prince Edward Island.
Art in the Open Inc. is committed to promoting a diverse and inclusive environment. We encourage applications from BIPOC communities, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the application and hiring process.

Application & Hiring Process

Qualified candidates should send their cover letter and CV as PDF attachments in an email to: AITOapplications@creativepei.ca

Please direct all questions to: AITOapplications@creativepei.ca

The application deadline is March 4th at 5pm Atlantic Time. Only candidates selected for an interview will be notified.

Hiring Interviews will be conducted by a Hiring Committee composed of the Board of Directors and community stakeholders.