



The Ontario Arts Council is a publicly funded arm's-length agency of Ontario's Ministry of Culture whose primary purpose is to award grants to professional artists and arts organizations

## **TOURING & AUDIENCE DEVELOPMENT OFFICER**

Starting Salary Range: \$62,000 - \$69,750

Term: Full-time Salaried Position

**The Ontario Arts Council (OAC)** requires an experienced individual who has expertise working with artists, arts organizations and presenters on touring and audience development activities. Reporting to the Director of Granting Programs, the Officer's role is to manage the Touring and Residency programs and to facilitate opportunities for artists, arts organizations and presenters to build audiences for their work.

### **Responsibilities:**

- Provide information and consultative advice on touring and presenting to artists, arts organizations and presenters;
- Administer granting programs;
- Facilitate assessment of grant requests in collaboration with jurors and advisors;
- Contribute to policy development, strategies, programs and services that will best support OAC's on-going commitment to touring, presenting and audience development;
- Manage budgets, office workflow and staff;
- Attend events on evenings and weekends and travel throughout Ontario to meet with artists, arts organizations and presenters;
- Collaborate with officers in other sectors on issues facing Ontario artists, arts organizations and presenters regarding touring and audience development.

### **Summary of Key Qualifications:**

- Knowledge of provincial, national and international touring trends, networks, and issues;
- Knowledge of the issues, conditions and concerns of Ontario's presenters;
- Knowledge of trends and new practices in audience development and engagement;
- Knowledge of the unique issues facing Ontario's Aboriginal, culturally diverse, Francophone, regional and new generation communities regarding touring, presenting and audience development;
- 5 – 7 years of progressive experience in touring, presenting and audience development;
- Experienced and knowledgeable in grant writing and public funding systems;
- Proven ability to provide direction and leadership in the development and implementation of touring, presenting and audience development strategies, programs and initiatives;
- Solid organizational and administrative practices and the ability to multi-task;
- Effective verbal and written communication skills;
- Excellent interpersonal, facilitation and presentation skills;
- Computer proficiency in Excel, Word, Outlook and database programs;
- Proficiency in French is an asset.

Qualified candidates are invited to submit a cover letter and résumé in English, by **February 5, 2010** using one of the following methods:

By Mail: Ontario Arts Council, Human Resources Office, FILE #13-09, 151 Bloor Street West, 5th Floor, Toronto (Ontario) M5S 1T6.

Apply Online: <http://www.arts.on.ca/Page3435.aspx>

The Ontario Arts Council is proud to be an equal opportunity employer and strongly supports and values diversity in the workplace. Applications from all qualified candidates are welcome and individuals from equity-seeking groups are encouraged to apply. While we thank all candidates for their interest, only those selected for interview will be contacted.

[www.arts.on.ca](http://www.arts.on.ca)