



guelph**JAZZ**festival

123 Woolwich Street, 2nd Floor, Guelph, ON, N1H 3V1, Canada

t 519.763.4952 · f 519.763.3155 · w www.guelphjazzfestival.com · e info@guelphjazzfestival.com

DIRECTOR DEVELOPMENT & MARKETING

Guelph Jazz Festival seeks an energetic and skilled individual to provide development, fundraising, marketing & audience development, and member services leadership expertise to the Guelph Jazz Festival. The Director of Development & Marketing will develop and implement strategies and processes that result in consistent audience development and the long-term sustainability of the organization.

Job Title: Director of Development & Marketing

Location: Guelph, ON

Reports to: The Board of Directors through the Executive Committee

Type: Contract – Part-time

Contract Salary: Commensurate with qualifications and experience

Qualifications

The ideal candidate for this position will bring a variety of experiences and attributes to the Guelph Jazz Festival including a minimum of 5 years of work and management experience in a non-profit arts organization, cultural institution or commensurate experience. The successful candidate should have at least a Bachelor's degree in some related field and/or other educational equivalents relevant to non-profit and/or arts and cultural administration. Other personality traits and skills which are critical to the successful fulfillment of this role include:

- A dynamic, outgoing personality which thrives on public speaking and on developing and maintaining strong interpersonal relationships (e.g. GJF sponsors, partners, members, staff, volunteers etc.);
- Proven experience and ability to devise and execute successful fundraising initiatives;
- Highly developed leadership skills;
- Event planning and delivery skills;
- An understanding of the local arts and culture community in Guelph;
- The ability to plan quickly and effectively, coupled with a willingness to adapt to changes;
- Excellent time and personal management skills; and
- Highly developed computer and internet literacy.

A complete description of the position and more information about the Guelph Jazz Festival can be viewed at www.guelphjazzfestival.com.

How To Apply

To apply send an email with a cover letter detailing your qualifications and your resume by March 22, 2010 to Personnel Committee, Guelph Jazz Festival at:

secretary@guelphjazzfestival.com. No telephone calls please.