



## **Artistic Director Roles & Responsibilities**

Date: Oct 2018  
Version: 1

### **Job Purpose (per Bylaws)**

The typical term of office will be two years but subject to resignation or termination as applicable. Retiring Directors may offer themselves for re-election to a maximum of two (2) consecutive terms in the same position.

### **Duties**

- Duty of Care — Has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- Duty of Loyalty — Must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- Duty of Obedience — Bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

### **Responsibilities**

#### **General:**

- Attend all board and committee meetings and as many functions, such as special events as possible.
- Be informed about the organization's mission, services, policies and programs.
- Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees or task forces and offer to take on special assignments when capacity allows.
- Inform others about the organization. Advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow the bylaws and code of conduct of the organization.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.



### **Specific:**

- Ensure that adequate insurance coverage is in place at all times and consult with the insurance company or representative (broker) from time to time.
- Negotiate and sign performer specific contractual documents of the Society and ensure that the terms of the contracts are adhered to by all parties.
- Upon termination of office, surrender all books, records and other properties of the Society to his/her successor.

### **Tasks**

- Find performers within allotted budget and strategic direction for the season, negotiated and booked by April 31st for the Fall and Spring Season for the following year. Work with Sound and Light lead as well as Chairman.
- All performer contracts signed by May 31st prior to the season start
- Update Google Drive with signed contracts, riders
- Support Marketing with access to approved promotional materials. Upload materials to marketing folder.
- Send out rider information to leads 2 weeks prior to event
- Communicates concert cancellations to Performer and or Agent prior to anyone else being notified. Approval from Performer required prior to cancellation announcement.
- Develops ticket prices in conjunction with leads and based on past concert budgets
- Coordinates Calendar Dates available for performances with the Bragg Creek Community Association. Finalises and secures performance dates
- Sends BCCA requirements for Green Room when riders are confirmed.
- Coordinates performers payment with BCPA accountant so that cheques are ready on the night of the performance as well as deposits are paid in advance.
- Monitors ticket sales and coordinates with Marketing and Promotion Director.