

CanAsian Dance is seeking to hire an **Artistic Lead** and a **General Manager**. Successful candidates will contribute to a historic time for the organization, as we implement co-leadership approaches to our work and sharpen the activist dimension of our role.

We are accepting individual applications for each role or alternatively, joint applications from duos who are applying for both roles. Applications will be accepted and reviewed on a rolling basis, and will close by **end of day, Friday January 26, 2024**. For queries and to request accommodations during the hiring process, please contact [admin@canasiandance.com](mailto:admin@canasiandance.com).

**Note:** The Artistic Lead and General Manager will be members of what will be a five-person Curatorial Committee. Hire for the remaining three committee members is anticipated to begin in spring 2024.

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*CanAsian Dance is situated in Tkaronto, a Mohawk word meaning “the place in the water where the trees are standing.” It is the traditional territory of many nations including the Mississaugas of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples, and it continues to be the home to many diverse First Nations, Inuit, and Métis peoples. This land is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississauga and Chippewa bands. We also acknowledge that this land is under the Dish with One Spoon covenant, an agreement between the Anishinaabeg and the Haudenosaunee Confederacy. This land is a dish to be shared and cared for and we all share one spoon; the spoon is to be used to take only what is needed and to leave enough for others, thus ensuring a viable and abundant future. We recognize the enduring resilience of Indigenous peoples and we acknowledge that we are accountable to these relationships and these agreements.*

*Today, Tkaronto is home to many peoples: Indigenous, settlers, immigrants, and newcomers. We acknowledge and pay respects to our ancestors of Asian origin and descent, who have been systemically devalued and exploited in the history of this land. We also acknowledge those who came to Canada forcibly, particularly as a result of the TransAtlantic Slave trade and accordingly, we honour and pay tribute to ancestors of African origin and descent.*

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## **Our story**

In 1997, in the final days of Toronto’s Asian Heritage Month Festival, members of its Dance Committee created CanAsian Dance Festival, later known as CanAsian International Dance Festival.

Under the leadership of founding artistic director Denise Fujiwara, the festival was the centrepiece of CanAsian Dance’s programming, running for 18 years.

Eventually, the festival exposed a need: to nurture local, emerging, and mid-career choreographers. Shifting our focus, we created two new programs. In 2012, we launched KickStart. We gradually prioritized KickStart’s development while winding down the festival,

which ended in 2015. In 2021, we launched Grit: Short Dances. Through these programs, we commission and present new works from local choreographers, and provide dramaturgy, mentoring, and other support. The programs now run in alternating years, with Grit focussing on emerging choreographers and serving as a seed program for KickStart.

After Denise Fujiwara departed in 2022, we engaged consultants to consult with community members, including our core contributors. Among our aims? To investigate models of co-leadership in which the artistic vision does not rest with a singular individual.

We also began revisiting our vision, mission, and values, taking an activist turn in keeping with the urgencies of our time. Prioritizing the creativity of Asian diasporic dance artists and practitioners of Asian dance forms, we aim to support dance artists who are working against the grain of white supremacy.

We now seek leadership staff who can lead CanAsian Dance across the next stages of our story.

# General Manager (Part-Time, Contract)

**Hours:** 24 hours per week (3 days per week)

**Fee:** \$48,384 for an ~17-month contract (\$28 per hour). (**Note:** Subject to funding, we hope to either extend this contract or establish this position as a permanent role)

**Works collaboratively with:** the Artistic Lead and three additional Curatorial Committee Members. (**Note:** Under a new co-leadership model, CanAsian Dance will be led by a five-person Curatorial Committee. The committee will comprise an Artistic Lead, a General Manager, and three Curatorial Committee Members)

**Location:** The successful applicant will primarily work from home but should ideally be based in or near the Greater Toronto Area.

**Reports to:** CanAsian Dance Board of Directors

**Application deadline:** Applications will be accepted and reviewed on a rolling basis, but will close by **end of day, Friday January 26, 2024**. Please send a cover letter (max. one page) and your resume to [admin@canasiandance.com](mailto:admin@canasiandance.com)

**Start date:** Mid-February 2024 or by negotiation

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## Your role

The General Manager is responsible for managing CanAsian Dance's operations to evolve, support, and sustain our artistic development and operational systems. You will support CanAsian Dance across the full spectrum of our activities, including working in and operationalizing our new co-leadership structure.

You will be energized about working in a collaborative environment that decentres the Eurocentrism of the dance sector and foregrounds Asian diasporic dance artists and practitioners of Asian dance forms.

## Requirements

- 5+ years' experience in a General Manager role or related positions within an arts context (preferably involving dance, theatre, and/or the performing arts) or equivalent relevant experience.
- Lived experience and/or compassionate understanding of the barriers that independent dance artists—including Asian diasporic dance artists—experience in Kanata/Canada.
- Commitment to challenging white privilege in the arts and cultural sector and to uplifting Asian diasporic dance artists and dance forms.
- Knowledge of evolving equity and accessibility contexts, conversations, and practices within the cultural sector, with a particular understanding of anti-racism.
- A generous and generative collaborator, with an interest in co-leadership approaches.
- Knowledge of, and existing relationships within, the cultural sector in Tkaronto/Toronto, Ontarí:io/Kanadario/Ontario, and Kanata/Canada.
- Knowledge of not-for-profit and charitable organizational structures and procedures.
- A successful track record in securing, administering, and reporting on funding from

government funders, as well as donors and sponsors.

- Experience in:
  - budget preparation, forecasting and management
  - fiscal reporting
- Experience and supervisory capacity with all aspects of virtual and analogue live art event production, marketing and promotion (including traditional and social media platforms).
- Proficiency with Plooto (or similar), Excel, CADAC, government funding platforms, social media channels (Facebook, Instagram), Wix and GoDaddy (or similar), MailChimp (or similar), Google Suite, and Zoom.

## **Responsibilities**

### **Financial (15%)**

- Accounting and budgeting:
  - Handle accounts payable, using Plooto.
  - Liaise and work with the Bookkeeper on accurate financial statements.
  - Prepare and oversee operating and program budgets and financial reports, in conjunction with the Artistic Lead and as approved by the CanAsian Dance board.
  - When necessary, conduct cash flow analysis and projections.
  - Arrange the annual audit, hiring and working with the auditor as required.
  - Maintain our financial records (e.g., for audit purposes), in conjunction with the Bookkeeper.
  - Submit a monthly package of CanAsian Dance credit card statements and supporting invoices for CanAsian board review.

### **Administrative and operational (15%)**

- Support the Artistic Lead in operationalizing our new co-leadership model, drawing on [the consultants' report](#). This includes providing administrative support for new processes, mechanisms (e.g., a curatorial committee), and other innovations.
- Recruitment, contracting, and onboarding:
  - Manage the recruitment and onboarding of staff and contractors.
  - Develop and administer contracts and agreements to support programming, including artist, production, and administrative contracts and venue and partnership agreements.
- CanAsian Dance Board support and reporting:
  - Support the board in organizing board meetings and the AGM.
  - Report at board meetings and the AGM, and provide summary reports and financial statements to the board.
  - With the Artistic Lead, evaluate our new co-leadership model as part of ongoing board reporting.
  - Support the board and any board subcommittees as requested.
  - Support the board's development (board recruitment, onboarding, orientation, and training).
- Maintaining and improving administrative and operational functions:
  - Maintain administrative and operational databases, systems and processes, identifying and implementing improvements where feasible.
  - Field general enquiries as required.

- Maintain an archive of all CanAsian Dance activities (photos, videos, marketing materials).
- Uphold and update CanAsian Dance's policies and procedures, and support developing further articulations in response to a changing ecology. This includes instituting policies and procedures related to equity and accessibility.
- Document and maintain institutional knowledge of administrative and operational systems.
- Support the Artistic Lead in challenging the Eurocentrism of the dance sector and advancing our cultural ecology—for example, by administering public campaigns, and writing and (re-)publishing social media posts.

### **Project management and supporting program delivery (40%)**

- Plan programming in collaboration with the Artistic Lead and the three Curatorial Committee Members, including scheduling and logistical elements.
- Project manage our programming activities and maintain strong working relationships with all associated personnel, partners (e.g., presenters), and communities.
- Support the Artistic Lead in program delivery as required (e.g., liaising with venues; assisting with artist scheduling; handling insurance).
- Mentoring and advising independent dance artists (program participants) in arts administration.
- Evaluate artistic programs and projects in collaboration with the Artistic Lead and with input from the three Curatorial Committee Members.

### **Funding and fundraising (10%)**

The following activities will be done in collaboration with the Artistic Lead, and may also involve the support of a fundraising subcommittee of the CanAsian Dance board:

- Support the Artistic Lead in securing and reporting against operational and project funding from government funders, donors, sponsors, and crowdfunding campaigns. This includes identifying and applying for new sources of funding.
- With the Artistic Lead and the CanAsian Dance board, identify and implement revenue generation strategies.
- Develop and maintain fundraising infrastructure, including donor and sponsor agreements and fundraising policies.
- Provide administrative and logistical support for fundraising activities and initiatives.
- Monitor and manage donations (primarily through CanadaHelps) and create donation receipts when necessary.
- Maintain and update CADAC for operational funding applications and reporting.

### **Marketing and communications (10%)**

- Engagement, promotion, communications, and supporting advocacy:
  - Promote CanAsian Dance and our programming through our website, e-newsletter, social media channels, approaches to the media, paid advertising, and any print materials.
  - Market and promote public outcomes, such as performances.
  - Manage administrative communications with partners, collaborators, and other organizations.

## **Organizational and operational visioning and planning (10%)**

- During the 18-month contract:
  - Collaborate with the CanAsian Dance board, Artistic Lead, and three Curatorial Committee Members to inform the revision of the organization's vision, mission, and values.
  - With the Artistic Lead, and with input from the three Curatorial Committee Members, co-create a strategic plan with the CanAsian Dance board, identifying strategic and critical paths for organizational growth and sustainability.
  - In conjunction with the Artistic Lead and CanAsian Dance board, plan the operationalization and potential evolution of our new co-leadership model, drawing on [the consultants' report](#).
- Conduct short- and long-term operational planning.
- Proactively manage the succession of key staff in collaboration with the Artistic Lead.

## **Other conditions**

- You are responsible for all government taxes. This is a renewable contract position where taxes are not deducted.
- If you charge HST and provide an HST number, it will be added to your fee.
- You will participate in an annual performance appraisal by the CanAsian Dance board.