



c/o Artscape  
171 East liberty St. Suite 224  
Toronto, ON, M6K 3P6  
careers@thebentway.ca  
thebentway.ca

**Tuesday, November 22**

**Career Opportunity: Director of Programming,  
The Bentway Conservancy (formerly 'Project: Under Gardiner')  
Position Type: Salary (Full-time)  
Location: Toronto, Ontario  
Start Date: ASAP  
Application Deadline: December 06, 2016 by 5PM**

Are you an individual who is passionate about the arts and culture in the City of Toronto?

Do you have an entrepreneurial spirit and a proven track record creating, organizing and executing rich, varied and substantial programming for complex cultural attractions and events? If so, the Bentway wants you to help us activate and transform a 1.75 km stretch of forgotten space underneath Toronto's Gardiner Expressway into a community hub and major cultural attraction for the City's diverse community.

The Bentway Conservancy seeks a Director of Programming who will work closely with the senior management team to manage the administration and successful delivery of The Bentway Conservancy's substantial projected program of 450 –500 events annually across all four (4) seasons. These events and programs will engage and reflect the local community, the diversity of today's Toronto, and the historic and indigenous roots of the site. Programming will display a strong curatorial vision, artistic quality and achievement. You will manage full and part time programming and technical staff teams. You will be responsible for the overall management, coordination and delivery of programs and events, ensuring they are executed to the highest of professional standards. You will satisfy the expectations and requirements of the artists, staff, the Board, participants, sponsors, partners, stakeholders and audiences, meeting revenue expectations within the allocated program budget.

Reporting to the CEO, the Director of Programming has oversight of program and partner schedules, contracts and individual event installation needs, community participation; and supervises all program support personnel, vendors and suppliers.

To learn more about The Bentway's curatorial vision, operating principles and approaches to programming [click here](#).

#### **THE BENTWAY CONSERVANCY**

The Bentway Conservancy is a new not-for-profit organization that maintains, operates and programs The Bentway. The Conservancy provides administrative and operational leadership, ensuring that the space engages the surrounding community and city as a whole, offers a broad spectrum of

events and programming, is safe and accessible, and is financially sustainable. This organization is responsible for mapping out a schedule of year-round events, activities and opportunities for residents, community members and visitors. The Bentway Conservancy is a respectful steward of this unique public space, committed to accessibility and openness, while cultivating a culture of discovery and community participation. The Bentway Conservancy works in partnership with the City of Toronto, Fort York National Historic Site, the seven adjacent neighbouring communities and other stakeholders and partners across the City of Toronto and beyond.

### **ARTSCAPE'S ROLE**

Artscape has been hired by The Bentway Conservancy for an 18-month period to advise the Board and staff on the transfer to operations of the project and to provide project management and incubation services to support the successful start-up of this new not-for-profit organization.

### **RESPONSIBILITIES**

- Develop a program and events strategy, overall content for the programs, events and commissions and act as the curatorial and administrative lead on select programs and events;
- Manage and monitor overall program budgets and individual project budgets; deliver programs within set financial parameters and budget approved by the CEO; develop event and site booking procedures based on revenue forecasts;
- Build and manage a team of specialist programming managers and events supervisors; work with the senior management team to ensure the program meets overall performance objectives, timelines and budgets and oversee the creation and effective operation of systems and archiving related to contracts, schedules, itineraries, contacts, suppliers, agencies, data collection and individual operational project plans;
- Ensure that programs and events respond to and reflect community needs, are inclusive of Toronto's diverse populations and acknowledge the site's indigenous and historical significance;
- Build and maintain a positive, collaborative relationship with Fort York National Historic Site and other partners, including artists, community organizations, local businesses, schools and other stakeholders, to maximize opportunities for The Bentway and build a rich and diverse program of activity;
- Work with operational staff to meet all technical and logistical requirements including: production materials and equipment, permits and permissions, in/out schedules, shipping and transportation, OH&S and risk management plans; and ensure all site requirements are confirmed;
- Prepare detailed written program updates and reports, or program related information for grant applications, marketing materials, acquittals, sponsorship packages, updates for senior team and Board of Directors and associated committee meetings, or as otherwise required;
- Enhance The Bentway Conservancy's reputation to increase its profile locally, nationally and internationally with creative and innovative programs and events that transform our City;
- Work with communications and fundraising staff to identify project-related partnership and sponsorship opportunities and potential target audiences/participants and communities; ensure all artist/partner obligations are met, including but not limited to marketing, sponsorship, fundraising, and ticketing requirements.

## QUALIFICATIONS

- An undergraduate degree in a relevant field;
- A minimum of five years professional experience in arts programming, producing and management, particularly in participatory live arts and in programming and/or producing site-specific work for non-conventional sites/venues;
- Comprehensive knowledge and experience with organization and event management/production, visual arts, multidisciplinary performance and installations;
- Creative, entrepreneurial and innovative thinker who will conceive and implement new ideas;
- A passion for inclusivity, sustainable city building;
- A passion for the arts and culture;
- Experience in engaging diverse communities;
- A confident and convincing communicator;
- Highly organized, great attention to detail, with an intellectual grasp and capacity for critical thinking;
- A fast learner focused on results; self-motivated and a disciplined doer;
- A multi-tasker able to juggle multiple priorities;
- Ability to work in a fast paced environment with a sense of urgency.

## EXPERIENCE

- Demonstrated experience working with multiple partners, artists and artistic companies from project conceptualization through to presentation, including contracting, travel/touring arrangements, fee negotiations, installation bump-ins/bump-outs, visa requirements, site/venue development and preparation;
- Demonstrated experience working with diverse community partners and participants on creative projects;
- Excellent communication and negotiation skills, and the ability to liaise effectively with a wide spectrum of stakeholders to; manage staff and volunteers, resolve conflict and interact with various people, including artists, promoters, media and high profile guests/partners;
- Evidence of a thorough understanding of risk and OH&S management in a risk-taking creative environment;
- Demonstrable experience of and confidence with budgeting and revenue and expenditure management;
- Evidence of problem-solving skills and the ability to multi-task in high-pressure situations.

## TO APPLY

Please respond with a cover letter outlining the qualifications and experience you would bring to the position, your **salary expectations** and a resume. Incomplete submissions will not be considered.

*Applications will be received in confidence by email only*

[careers@thebentway.ca](mailto:careers@thebentway.ca) (please note your name and the job title in the email subject line)

*All email submissions will receive a message confirming receipt. No phone calls please. We thank all applicants, however only those being considered for an interview will be contacted directly.*

## **EQUAL OPPORTUNITIES**

The Bentway is an equal opportunity employer and is committed to diversity and inclusiveness in all its work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, programs and services. We are committed to providing an inclusive and accessible environment. If you require accommodation at any stage of the recruitment process, please let us know. We will work with you to meet your needs.

## **THE BENTWAY, THE BENTWAY CONSERVANCY, AND ARTSCAPE**

### **THE BENTWAY**

The Bentway is a unique and innovative public space that will transform the forgotten area underneath Toronto's Gardiner Expressway into a thriving new cultural and civic attraction. Stretching from Strachan Avenue to Spadina Avenue in the heart of Toronto's downtown, this new urban corridor will be composed of a series of trails, performance spaces, and recreational and activity centres, which will activate the community, link seven adjacent neighbourhoods with over 70,000 residents and various points of interest, deliver outstanding events, and create a dynamic and vital space for all citizens. Year round activities and attractions will include gardens, a skating rink, recreational amenities, public markets, public art, special exhibitions, festivals, theatre and musical performances, and more. To review the current project website [click here](#).

### **THE BENTWAY CONSERVANCY**

The Bentway Conservancy is a new independent not-for-profit organization that maintains, operates and programs The Bentway. The annual operating budget for the Conservancy will be reviewed by The City of Toronto but approved by a Board of Directors—to which the CEO reports—which will include two local City Councillors. The Bentway Conservancy will have a close working relationship with the Fort York National Historic Site. The terms and nature of this relationship will be established through an agreement between the parties.

### **ARTSCAPE**

Artscape ([torontoartscape.org](http://torontoartscape.org)) has been hired by The Bentway Trust for an 18-month period to advise the Board and staff on the transfer to operations of the project and to provide project management and incubation services to support the successful start-up of this new not-for-profit organization. Artscape is a not-for-profit urban development organization that makes space for creativity and transforms communities. Since its beginning in 1986, Artscape has become recognized as an international leader in creative placemaking, a practice that leverages the power of art, culture and creativity to catalyze change, growth and transformation in communities.