



## Request for Proposal - General Manager

The Lethbridge and District Music & Speech Arts Festival Society invites Request for Proposals (RFP) for the contracted position of General Manager. This position will have the opportunity to be trained by the current General Manager from October 16, 2019 – June 1, 2020 and thereafter, takeover fully as General Manager on June 1, 2020.

### 1. Project Overview

The Lethbridge and District Music & Speech Arts Festival Society is a registered charity, and operates in the spirit of its vision and mission statement, namely: to cultivate a lifelong appreciation of music and speech arts and encourage artistic growth through amateur performance in the community. This is achieved through a 2 week music festival in March or April annually. The society contracts a General Manager to complete the main organizational tasks surrounding the planning and implementation of the festival.

Because the responsibilities of this position vary by month (some are much busier than others), they are outlined below to give applicants an idea of time commitments over the course of the year. Please note that these may vary; the current General Manager spends approximately 600-700 hours per year on this contract, including two trips to Edmonton. This is a guideline only, as it may take other individuals more or less time to complete this contract:

October (NOTE: October, 2019 – June, 2020 will have modified/shared duties with the current GM; this will be discussed further with applicant)

- Attend AMFA AGM in Edmonton
- Prepare AGM report
- Attend Lethbridge and District Music & Speech Arts Society Annual General Meeting
- Attend monthly board meeting, and present GM report

November

- Update Music Festival Suite (computer program used for festival scheduling and registrations) with all new syllabus changes that were approved at the AMFA AGM
- Update Music Festival Suite with any approved fee changes
- Attend board meeting, and present GM report

December

- Send details to communication manager for an e-newsletter and social media post, that registrations are now being accepted for 2020 festival
- Activate online system, so registration is available for participants. Monitor it to ensure there are no 'bugs'
- Provide participant registration support, including answering many emails and phone messages. In some cases, offer to fill in the registration form for them and send them a paypal invoice
- Attend board meeting, and present GM report

### January

- Close the online registration system, and ensure the message is conveyed to the public that registration has closed.
- Schedule the 1000+ registrations into the Music Festival Suite (this is a big task)
- Send out tentative schedules to large groups (bands, choir and handbells), asking for immediate concerns
- Then send tentative schedules to all participants
- Attend board meeting, and present GM report

### February

- address all change requests
- Generate the program from within the Music Festival Suite (this is populated based on the registration details you have entered)
- Edit and proof program details
- Send program details to printers for the program
- Send schedules to adjudicators, and address questions or comments
- Get travel arrangements from adjudicators
- Confirm hotel bookings
- Attend board meeting, and present GM report

### March

- Prepare adjudicator folders
- Prepare adjudication sheets and certificates
- Pack up office for relocation to
- Festival (2020 runs from March 23 – April 4)
  - NOTE: the Society expects the GM to be at the festival office during the festival as much as possible, but can also assign a board member to cover breaks as needed.
- No board meeting, but many board emails that the General Manager may need to respond or weigh in on

## April

- Festival, Continued (until April 4)
- Notify the provincial society of adjudicator recommendations for the Provincial Music Festival
- Register Provincial Students in the provincial system
- Send award details to the Lethbridge Festival award committee, and attend committee meetings to decide on all 144 cash awards and scholarships
- Attend the Awards ceremony and MC the ceremony (hand out all awards)
- Attend board meeting, and present GM report

## May/June

- Book venues for 2021 festival
- Prepare report for Provincials
- Attend Provincials in Edmonton, and volunteer for them as needed (and required) – 2-3 night stay in Edmonton
- Attend board meeting, and present GM report

## July/ August

- Request recommendations from the board for adjudicators, review adjudicators list from Provincial Society.
- Email potential adjudicators and ‘book them’ for 2021 festival
- Book hotel accommodations
- No board meetings

## September

- Ensure venues are booked
- Send adjudicator contracts
- Attend board meeting, and present GM report

## **2. Proposal Requirements**

The Lethbridge and District Music & Speech Arts Society encourages qualified applicants to submit a proposal outlining the following details:

- Brief description of experience in music and/or speech arts, and the Lethbridge Music Festival (formerly referred to as the “Kiwanis Music Festival”). In addition, a brief description of administrative skills should be included, outlining experiences in an office environment.
- Brief summary outlining reasons why you believe you are the right fit for this position.
- Brief proposal outlining fee expectations for the 10.5 month contract, from October 16, 2019 – August 31, 2020, as outlined above. Please note: Applicants should submit a proposal as if they were

completing the full contract from Oct 16-Aug 31, 2020 (not sharing responsibilities with current GM); the personnel committee will then discuss appropriate fees during the period when the duties will be shared (during the training/shadowing period with the current GM). The hours noted above are based on 12 months.

- Applicants should be prepared to have some flexibility in their time so that they are available as needed (within reason) and be prepared to put in whatever time is needed to organize and run the festival

## **2.1. Inquiries**

All inquiries related to this RFP should be directed by email to the Chair of the Personnel Committee, Breeanne Fuller: E: [breeanne.fuller@uleth.ca](mailto:breeanne.fuller@uleth.ca) | P: 403-795-0087

## **2.2. Submission**

Proposal submission deadline is **12:00 p.m., Friday, October 4, 2019**. The candidate is required to submit their proposal electronically (in either word or pdf format) [breeanne.fuller@uleth.ca](mailto:breeanne.fuller@uleth.ca).