



Job Opportunity:
EXECUTIVE DIRECTOR
Tryzub Ukrainian Dance Society

Competition Deadline: July 31, 2010
Position Start Date: Prior to September 1, 2010

THE ORGANIZATION:

In September of 1974, seven dedicated individuals put together the framework for the Tryzub Ukrainian Dance Ensemble and Calgary's first prominent Ukrainian dance group was created. The Ensemble was named after the Tryzub ('trident' in English, pronounced tre-zoob), the national symbol of a free Ukraine. This ancient emblem has endured within the hearts of all Ukrainians as a symbol of honesty, health, power and protection from evil. The objective of the Ensemble is to preserve and promote Ukrainian dancing and to spread this aspect of Canadian culture within the multicultural community.

This vision is the catalyst that has kept Tryzub members dedicated to their craft. There is a deep love of Ukrainian tradition and dance.

Tryzub is a non-profit, non-affiliated charitable organization, which is managed by the dancers and a Board of Directors made up of dedicated volunteers. Their primary objective is to preserve and promote Ukrainian dance, and to spread this aspect of Canadian culture within the multicultural community. This objective is achieved through Tryzub's aim to stimulate pride and individuality within its dancers through the creative expression of dance.

In 1996 Tryzub expanded its operation to include the Tryzub School of Ukrainian Dance with the mission of preparing the foundation of the Tryzub Ukrainian Dance Ensemble of tomorrow. We foster an atmosphere of learning and we encourage our students to develop an appreciation and a love of Ukrainian dance.

We want our students to achieve a high standard of technical skills, value Ukrainian dance as a path to creative expression and communication, and learn about the role of dance within Ukrainian culture.

Our mandate as a school has been very popular with Calgarians. In 1996, we started with 50 students. Today, we have over 140 students in our School, 30 students in our Adult Class and 10 students in our Adult Recreation Class. Ukrainian dance continues to be recognized as an excellent activity for all ages because of the benefits with physical health, social interaction, mental discipline, and most important - fun!

Tryzub has performed extensively throughout Western Canada, the United States, Australia and Mexico. Performances have ranged from fully presented concerts to guest appearances including conventions and festival shows. They have been featured at the 1988 Calgary Winter Olympic Games, the 1992 and 2001 Calgary Stampede Grandstand Shows, and the 1993 Canadian Football League Championship Grey Cup game. As well, Tryzub has performed several times at the Vegreville Pysanka Festival, Vesna Festival, and Canada's National Ukrainian Festival in Dauphin, Manitoba.



THE POSITION:

Reporting to the Board of Directors, the Executive Director is responsible for ensuring the smooth and efficient operation of the Society.

This is a year-round *part-time* position with a salary range of \$25,000-\$30,000 annually. Part time is defined by 20 hours per week.

The Executive Director must possess the following traits and characteristics:

- the resourcefulness, self-sufficiency, and drive to succeed;
- the experience to handle challenging situations professionally, effectively and efficiently;
- the professionalism to work with, and supervise, others at various levels within, and contracted to, the company;
- the vision to see how his or her own work can contribute to Tryzub's overall successes and elevate its reputation within the community.

The Executive Director will often be called upon to represent Tryzub in a variety of contexts, and his or her conduct must always reflect positively upon Tryzub. The successful candidate will be one whose judgment, integrity, fiscal responsibility, time management and dedication to precision and excellence govern the delivery of his or her management services. The Executive Director is responsible for the overall day-to-day business operations of the company.

THE RESPONSIBILITIES

Tryzub's Executive Director is responsible for four core areas of business:

- Office, Administrative and Financial Management
- Project Management, Quality Control, and Reporting
- Marketing, Communications, and Event Management
- Performance Opportunity Development and Resource Development

THE QUALIFICATIONS AND POSITION REQUIREMENTS

The ideal candidate for this position will have:

- A minimum of 3 years of experience managing an arts company, arts or recreation organization, business, or community service organization
- A post-secondary education certificate, diploma, degree or equivalent professional experience
- Demonstrable success in event coordination, fundraising, marketing, and relationship building with potential corporate sponsors and key community members.
- Experience in staffing and delivering training and educational experiences for children and youth
- Proficiency with Internet research, Web Postings, Microsoft applications, and Accounting Software
- Experience in producing and/or presenting concert productions
- The ability to work as part of a team, yet provide leadership as necessary
- Exceptional attention to detail, thoroughness, quality and standards
- Excellent writing and editing abilities (samples of writing will be requested at the interview stage)
- Experience with, and an understanding of, the budgeting process, tracking of revenues and expenses, payroll, and financial reporting to Revenue Canada and granting bodies
- Experience with graphic design and aesthetics
- Excellent interpersonal and communication skills with all internal and external stakeholders
- Self-motivation, and the ability to work independently at a fast pace
- Superior time management skills and the ability to prioritize tasks for the most beneficial outcome
- Knowledge of the Ukrainian community in Calgary and Alberta, and the ability to communicate in Ukrainian would be a definite asset
- Knowledge of, and experience with, the non-profit sector would be an asset

REPORTING AND ACCOUNTABILITY



Reporting to the Board of Directors, the Executive Director will work together with the Artistic Director of the Tryzub Ukrainian Society and the Tryzub School of Dance. The Executive Director will also work with, and/or oversee the work of, various part-time and full-time contracted personnel including technical production staff, producers, marketers, other contracted suppliers and volunteers, to deliver projects, events and productions. From time to time, the Executive Director will work collaboratively with Board members, and representatives of other organizations, institutions, and corporations.

Interested candidates are asked to submit a cover letter expressing suitability for the position, resume, and names/titles of 3 references (letters of reference will be requested only at the interview stage) to:

Richard Horbachewski, Business Manager

Email: info@tryzub.ab.ca (Subject Line: Executive Director)

Tryzub Ukrainian Dance Society

P.O. Box 1732, Postal Station "M"

Calgary, Alberta T2P 2L7

The deadline for applications is July 23, 2010.

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.