

L'ÉCOLE  
NATIONALE DE  
**BAJET**  
DU CANADA  
Dançons  
Ensemble

CANADA'S  
NATIONAL  
**BAJET**  
SCHOOL  
Sharing  
Dance



## Acting Director, External Affairs

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**Canada's National Ballet School** is currently inviting applications for the **full-time, contract** position of Acting Director External Affairs.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has *300+ employees* supporting programs ranging from professional ballet training, community engagement, and ground-breaking health initiatives.

We are looking for a dynamic leader to join our Management team, with the talent, innovative-thinking and passion to help NBS continue to share the transformative power of dance with people of all ages, abilities, and aspirations. As an organization NBS is continually evolving and we are looking for a professional with unique, new ideas to complement the School's collaborative work culture. This position offers flexible work arrangements including the option for a hybrid working model.

This position, which is a contract role covering a parental leave, is an exceptional opportunity to expand your career experience and contribute at a high level in a senior leadership role.

Central to the NBS strategy is a fully encompassing commitment to Equity, Diversity and Inclusion. Ensuring equity-informed practices in ballet training and making dance more accessible to all is key to the future vitality of the art form. Fostering a sense of belonging for all will lead to a ballet community that truly reflects the diversity in Canadian society and benefits from empowered intersectional voices. As a leader at NBS, the Acting Director, External Affairs will be actively involved in comprehensive work to realize this strategic and life imperative for NBS.

The Acting Director, External Affairs works in close partnership with the Executive Director and in collaboration with the Artistic Director and CEO to oversee a broad range of public funding development and government relations activities – this area of work represents the most significant and important sources of revenue for NBS. With a broadly relevant case for support, government-funding strategies tap into grant and advocacy opportunities across a range of Departments and Ministries at all levels of government. New funding for innovative community engagement programs and sustainable infrastructure investments are a current priority, as is fostering growth in key operating revenues.

NBS maintains a broad network of well over 100 diverse partnerships across Canada to support the development and delivery of Community Dance programs at a scale rarely seen in an arts organization. The Acting Director, External Affairs plays a critical role in stewarding and expanding this partnership network, with support from committed direct reports responsible for stakeholder management, commercialization and new business development.

The Acting Director, External Affairs will play a leadership role in collaboration with Senior Management and the Board of Directors in the development of the School's 2022/23 – 2024/25 Strategic and Financial Plan. This role presents a rare opportunity to contribute to a refined, big-picture strategy for one of Canada's leading arts and education organizations.

# Acting Director, External Affairs

Reporting to the Executive Director and managing the External Affairs department within the broader Stakeholder Engagement Group, the *Acting Director* will play a leading role in the cultivation, solicitation and stewardship of all public funding secured by NBS, as well as emerging commercialization opportunities.

## Major Duties and Responsibilities

### *Government Relations:*

- Lead grant proposal development and ongoing reporting requirements;
- Identify new grant/funding opportunities linked to NBS' strategic priorities;
- Support government relations activities (meetings with program officers, etc.).

### *Business Development:*

- Develop & manage budgets and oversee a team coordinating special projects;
- Actively contribute to NBS' strategic plan realization & reporting;
- Manage a team engaging clients/stakeholders as part of a revenue generation and commercialization activities;
- Oversee a portfolio of 100+ partners contributing to NBS Community Dance programs;
- Cultivate new partners & clients for community programs & steward relationships with existing stakeholders;
- Manage processes to ensure NBS Community Dance programs and partnerships are being executed to the highest standards (developing contracts, overseeing insurance needs, etc.);
- Work closely with various NBS departments, including Development, Brand Engagement & Content, Community Dance, The Shoe Room (retail) and Finance.

## Qualifications/Skills/Experience

- More than anything we are looking for passion – for someone looking for a calling in life and not just a job; some of the qualifications below are of keen interest as well:
- University degree and 7+ years of directly-related work experience;
- Management experience required; demonstrated record of success in motivating and supervising a talented and ambitious employee group;
- Advanced experience and expertise with strategic planning and special project financing;
- Ability to provide unique perspectives and experiences that contribute to the diversification of ideas and innovative thinking;
- Proven experience in high-level decision-making with clear, persuasive communication skills;
- Highly organized; ability to adhere to demanding project schedules and deadlines;
- Demonstrated ability to work with a diverse group of stakeholders;
- Experience working in an Arts organization is a definite asset;
- Work may take place in the evening/early morning/weekends (performances, special events and meetings)
- Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS. All employees of NBS are required to be fully vaccinated against COVID-19 (accommodations will be made for legal exemptions).

***Join our team today!*** Please email your resume and cover letter ***with salary expectations***, to [careers@nbs-enb.ca](mailto:careers@nbs-enb.ca) and indicate "**Acting Director, External Affairs 2022**" in the subject line.

## About NBS

NBS is the largest dance training organization in Canada. At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. For 60+ years, NBS has been Canada's leader for Olympic-calibre ballet training, with a track record for driving systemic, progressive change; evolving dance education significantly over time. Our pursuit of dynamic inclusion constantly reveals the life-changing impact of the power of dance. This is what drives our commitment to making dance a part of all Canadians' lives. NBS continues its focus on excellence in ballet training, while leveraging its artistic core to expand NBS' program offerings to engage more people than ever before.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

NBS is committed to the goal of being an equity-informed school. We invest heavily in work and practices that foster positive change internally while driving a progressive evolution in the wider sector. We recognize our responsibility as Canada's largest arts training organization and one of its oldest, to address anti-Black racism, reconciliation with Indigenous peoples and systemic oppression in Canadian society. Building an inclusive sense of belonging at NBS for every dancer and employee is the School's primary imperative

At NBS, we can offer you the chance to build a rewarding and fulfilling career. This is a place where you can realize and achieve your professional goals within a supportive and respectful environment. Collaborating with talented artists and colleagues on deeply satisfying and rewarding work, every employee has the opportunity to make a profound impact on our organization and on society.

At NBS we are committed to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

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**NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.**

**We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.**