

**Position:** Artistic Director for VERSeFest

**Duration:** Part-time contract with strong possibility of renewal

**Compensation:** \$10,000 - \$12,000 (per fiscal year; pro-rated as applicable)

**Start Period:** ASAP

## GENERAL DESCRIPTION

VERSe Ottawa is seeking a dynamic individual who will bring both creative and logistic skills to the role of Artistic Director. Reporting to the Director, the Artistic Director will develop and secure all programming requirements for VERSeFest, Ottawa's International Poetry Festival ("the Festival" or "VF") and its related programs, working in cooperation with the VERSe Ottawa Board, the Director, and other contractors and volunteers. The Artistic Director will be encouraged to take a long-term approach to Festival programming: VERSe Ottawa is comprised of a committed team of organizers and there is a strong possibility of renewal, dependent on funding and fit.

## ROLES AND RESPONSIBILITIES

### Programming

- In consultation with the Director and the Festival planning committee, selects, schedules, and produces a full, diverse, and financially responsible program for VERSeFest
- Develops and maintains the Festival planning committee, respecting the diversity of poetry organizations and interests in the community
- Provides timely and appropriate VF content on the VERSe Ottawa website
- Devises, develops, and implements related programming (such as Laureate City, VideoPoems, etc.) as required
- Provides on-site leadership during Festival activities
- Incorporates volunteer support in programming when available and appropriate
- Acts as community liaison for VF when required

### Administration

- Assists in development of Festival budget and ensures budget constraints are respected
- Participates in overall VERSe Ottawa and Festival planning
- Assists with grant writing and other fundraising
- Assists with regular reporting to the Board
- Maintains accurate financial records
- Builds effective relationships and works with other organizations in order to further the Festival's goals
- Assists in marketing and promotion activities

### VERSe Ottawa

- Works with the Board and Director to support the activities of VERSe Ottawa

## QUALIFICATIONS

### Experience and Education

- 3-5 years in a programming and/or organizational role in the culture or arts sector
- Strong network in the Canadian and Ottawa literary community
- Experience working with a Board
- Basic financial management experience
- Demonstrated interest in international poetry (preferred)
- Relevant university degree (preferred)

**Skills**

- Creativity and flexibility in program development a must
- Strong written and verbal communication skills
- Ability to develop and maintain schedules
- Demonstrated negotiation skills
- Basic skills with computer applications and emerging technologies
- Bilingual English and French (preferred)

**Other**

- Ability to do computer-based work from home
- Preference will be given to Ottawa-area residents

VERSe Ottawa is committed to an inclusive environment. All qualified applicants will receive consideration. BIPOC persons, women, LGBTQS2+ candidates, and persons with disabilities are encouraged to apply.

Please submit your CV and cover letter to [director@versefest.ca](mailto:director@versefest.ca)