



THE BALLYTOBIN FOUNDATION (TBF)
PART-TIME ADMINISTRATOR
JOB ADVERTISEMENT
APPLICATION DEADLINE: January 15, 2022
START DATE: March 1, 2022

BACKGROUND

The Ballytobin Foundation is a charitable foundation dedicated to the philanthropic support of visual and performing arts in Kingston. Registered with Revenue Canada, the Foundation is run by a Board of Directors drawn from the Kingston community. More specifically, the Foundation's mission is to support City of Kingston cultural groups and organizations in gaining access to performance, rehearsal and display space at the Isabel Bader Centre for the Performing Arts (IBCPA), by subsidizing the rental fees for the use of these spaces.

Since 2014, The Ballytobin Foundation has supported a wide range of projects in Kingston, ranging from traditional to experimental. In recent years total annual awards have ranged from \$30,000-\$40,000. It is important to note that even during the recent requirements for social distancing and cancelling of in-person performances due to COVID-19, The Ballytobin Foundation helped support The IMAGINE Project which enabled the IBCPA to provide local composers and musicians with access to the Concert Hall to work on a new project with the possibility of making a video. Many of the videos produced by these projects were subsequently shown on the IBCPA's Digital Concert Hall.

The Ballytobin Foundation is currently not accepting applications for new projects but anticipates resuming normal business operations with the May 15, 2022, deadline. Please check out The Ballytobin Foundation website for more information which includes a list of past grant recipients: www.ballytobin.com

PART-TIME ADMINISTRATOR JOB OVERVIEW

The ideal candidate for the Ballytobin Foundation Administrator will be a person who has been actively engaged in the arts, either as a practising artist or in arts administration, and has demonstrated through past achievements and experiences, the importance that the arts contribute to the building of a community. The Ballytobin Foundation is provided with six complimentary tickets to all events that receive TBF funding and it is expected that the Administrator will attend some of the performances that receive TBF support if available. It is anticipated that the workload will be approximately 75 hours per year noting that the first year will likely require additional hours to become familiar with operating procedures.

This position has five responsibilities that can be summarized as follows:

1. Communications: Primarily using email, the Administrator will communicate in a timely fashion with potential, current and past grant applicants, the Grant Review Committee, the Board of Directors, TBF Web Master, the IBCPA and others as directed.

2. **Application Process:** The Administrator will oversee the application process which usually begins with an annual review and updating of the application form. For the Jan 15, May 15, Sept 15 deadlines, the Administrator will assemble distribute electronically, all application material to the Grant Review Committee for assessment, working closely with Grant Review Committee Chair to arrange a meeting location, date and time, noting that a virtual meeting (Zoom) is possible as decided by the Grant Review Committee Chair. The Administrator prepares recommendations from the Grant Review Committee for the board to review and upon receiving the board's decision, informs all applicants and the Isabel Bader Centre for the Performing Arts of the results.
3. **Record Keeping:** Inform the Foundation's Treasurer of all grant amounts and expenses for bookkeeping purposes. With assistance of the Web Master, confirm that all relevant documents, as approved by the Board, are transferred to the Foundation's data storage area.
4. **Attendance at Meetings:** The Administrator is required to attend the Grant Review Committee meetings and the Foundation's Annual General Meeting which is held in early January at a mutually agreeable time that is decided months in advance. Additional meetings with the board will be set-up as needed but these will ideally be kept to a minimum.
5. **Publicity:** Under the guidance of the President of the Board, the Administrator will work to obtain favourable publicity for TBF.

HONORARIUM: This position has the heaviest workload the few weeks before and after a grant application deadline (Jan 15, May 15, Sept 15) but for many months of the year, there is very little required beyond answering the occasional email. Because of the constant requirement to monitor emails to The Ballytobin Foundation, the honorarium is \$2400 per year, paid monthly at the rate of \$200. It is anticipated that the successful applicant will assume this position on March 1, 2022.

DEADLINE TO APPLY: January 15, 2022

APPLICATION PROCESS:

The Ballytobin Foundation is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous peoples, persons with disabilities, and LGBTQ persons. Given the part-time nature of this position, residency within close proximity to Kingston is required.

Interested applicants should submit by email, a cover letter, c.v., and names with contact information of two references, to the President of the Board of Directors of The Ballytobin Foundation. In the email's subject line, please type **TBF Administrator Application** and email to:

John Burge
President of the Board of Directors
The Ballytobin Foundation
Kingston, ON

burgej@queensu.ca