



# Rainbow Trout Music Festival 2026 Call for Director

## RTMF Administrative Director

### Position Overview

The RTMF Administrative Director is responsible for organizing administrative systems such as file and document management, human resource and board member files, and contracts. They work closely with the Chair(s) to organize the Board and AGM meetings, as well as the Operations Director to support the festival site rental relationship. **Please note that the Administrative Director position is a volunteer role.** The selected candidate will be mentored by the interim Administrative Director over the course of 2026-2027.

**Location:** Winnipeg, MB. In-person is preferred, with possibility of remote attendance. In-person presence is a requirement during the festival weekend, which is outside of Winnipeg.

**Reports to:** The Rainbow Trout Music Festival Board Chairs.

**Commitment:** Part-time. 5-20 hours per month depending on festival season.

**Term:** One-year term, renewable up to six consecutive years per organizational bylaws.

### Qualifications and Experience

The ideal candidate is required to:

- Be 18 years of age or older, a Canadian citizen, and not in a state of bankruptcy
- Be a member in good standing (this requires a \$25 annual fee)
- Uphold the purpose and values of RTMF. See our Safer Spaces Policy below
- Commit to regular meetings throughout the year, operational tasks year-round, and additional responsibilities at the festival
- Have strong organizational and document management skills
- Be able to take clear, accurate meeting minutes and manage records
- Collaborate effectively with board members

The RTMF Nominating Committee would consider the following as assets:

- Familiarity with basic corporate compliance (e.g., filings, policies, record keeping) is an asset
- Experience in board administration

RTMF values inclusion and operates with a strong commitment to safer spaces and anti-oppression. This opportunity is open to all and we encourage folks from diverse communities and backgrounds to apply. Preference will be given to BIPOC (Black, Indigenous, People of Colour) applicants, as well as Two Spirit, trans, non-binary people and women. If you require accommodation to apply, let us know how we can support you by contacting the email below.

## Application

In order to be considered for nomination to the board, please submit a short statement of interest (one paragraph will suffice), CV, and the name of two references by **Sunday, July 26, 2026** to Margaret Banka, Co-Chair, at [admin@rainbowtroutmusicfestival.com](mailto:admin@rainbowtroutmusicfestival.com). Please include "Administrative Director Application" in the subject line of your email.

Applicants will be evaluated by the Nominating Committee and only those selected for an interview will be contacted by Sunday, August 9th, 2026. The Board of Directors thanks all our volunteers for their ongoing support!

## Festival Description

RTMF seeks to provide a high quality, low-cost, environmentally responsible outdoor musical festival that promotes a variety of Manitoba musicians, artists and vendors, and brings participants to a Manitoban location rich in natural beauty and local history. This volunteer-run, not-for-profit organization is focused on musical performance, collaborative art making, and exposure to local crafters and food providers.

Festival activities include three days of music, camping, good friends, dancing, and more. RTMF showcases the high level of quality that exists in local music of all genres including rock, electro, hip-hop, blues, jazz, folk, garage, funk, reggae, etc. A small number of out-of-province acts are also included. Its unique programming inspires audiences, challenges the listener, and is complemented by occasional activities throughout the year, usually in Winnipeg.

For over 15 years, RTMF has taken place on the banks of the Roseau River, just south of St. Malo, Manitoba, on the third weekend in August. In 2025, after enjoying many years of successful partnership with landowners Georges and Florence Beaudry, RTMF hosted its final festival at Oroseau Rapids Park. We are excited to be in the process of making a new home for the festival.

## Key Responsibilities

**Board Administration and Documentation:** Record accurate meeting minutes and maintain board records in the RTMF Google Drive.

**Organizational Records and Compliance:** Maintain incorporation status with Manitoba Companies Office, file annual returns, manage Board contact information, and ensure all regulatory and policy documents are current and properly stored. The home address of the Administrative Director is also typically the organization's official address, and they may be designated as an official signer for the organization.

**Information and Systems Management:** Oversee Google Workspace and shared drive, ensuring files (policies, plans, job descriptions) are organized, accessible, and regularly updated for board use.

**Meeting and AGM Coordination:** Collaborate with board leadership to prepare agendas and materials for board meetings and the Annual General Meeting, and ensure smooth coordination and follow-up. Support meetings by sending out scheduling polls and Google Calendar meeting invitations, booking meeting spaces when necessary, and circulating reminders and agendas to the Board prior to a meeting.

**Board and Staff Recruitment Support:** Assist with recruiting and onboarding new board members and hiring seasonal staff in collaboration with leadership and operations teams.

**Operational and Stakeholder Coordination:** Support agreements (e.g., land use), coordinate with directors on logistical and administrative needs, and assist creative/technical teams with performer documentation. Manage RTMF membership forms and fee payment.

**Active Board Participation and Festival Support:** Engage fully in board governance, attend meetings and festival events, contribute to decision-making, and help ensure administrative excellence during festival planning and execution.

## **RTMF Safer Spaces Policy**

Rainbow Trout Music Festival events are run on the insistence that all attendees will be respectful and thoughtful to all other attendees, participants and organisers. This means no individual should be made to feel uncomfortable, oppressed, or unsafe by any other individual's opinions or actions.

RTMF values creativity, insightful discussion, and freedom of expression, but not at the alienation or harm of others. We hope people of all genders/non gender aligned, abilities, ages, cultures and sexualities will feel welcome to participate in our events; therefore any form of discrimination is not acceptable.

Harassment, hostility, aggression, and any behaviour— physical or verbal— that demeans or marginalizes will not be tolerated in any form. This may include, but is not limited to:

- Racist, sexist, transphobic, homophobic, ableist, and fatphobic 'jokes' or comments of any kind
- Clothing items or accessories that appropriate another's culture
- Cultural appropriation of any kind
- Catcalling or sexual harassment of any kind

If you have overstepped these boundaries RTMF is committed to holding you accountable for your actions.

Along with RTMF's zero-tolerance for violence, theft, and other harmful acts, RTMF reserves the right to remove any festival attendee that is creating an unsafe atmosphere at the festival. RTMF is committed to community building and holds restorative justice values. Each situation will be assessed on an individual basis.

All concerns brought to the RTMF organisers will be taken seriously and addressed immediately. As a festival attendee and member of the RTMF community, it is crucial that your concerns are brought to us in a timely manner so that they can be addressed immediately. In order to ensure strong channels of communication and support, please communicate with RTMF in the following manner:

- Ask a volunteer to help you find an organiser or visit the Info Tent
- Send us a message via social media (@rainbowtroutmusicfestival)
- Email us at [saferspaces@rainbowtroutmusicfestival.com](mailto:saferspaces@rainbowtroutmusicfestival.com)

We are committed to running a safe, accessible, healthy, fun, supportive festival and every person should feel welcomed and accepted.