



General Manager

ORGANIZATION: TheatreOne, Nanaimo, B.C.

DEADLINE: July 31, 2018

ORGANIZATION DESCRIPTION:

TheatreOne is a registered charitable, not for profit society under the artistic directorship of David Mann. TheatreOne entertains, educates and enriches our community by providing challenging and dynamic professional live theatre emphasizing contemporary Canadian work. In doing so, we encourage the creation of new plays and the development of local playwrights, actors, designers and technicians, all within the framework of fiscal integrity.

WEBSITE: www.theatreone.org

JOB DESCRIPTION:

TheatreOne is seeking a General Manager. Reporting to the Board of Directors, through the President, the General Manager is charged with managing all facets of Company operations, supported by staff, volunteers and an active board. The role includes responsibility for advancing the strategic priorities of the company, with a focus on strengthening our financial base and thus the ability to develop and produce new plays. The incumbent is also responsible for effective operations of the office, financial management and oversight, and the delivery of our programs.

We are seeking a dynamic and innovative individual who can move TheatreOne forward in achieving our long term vision. The ideal candidate will play a vital role in building the company for the future, through his or her leadership, initiative and capacity for innovation.

The position will average 30 hours/week, with three weeks holidays and flexibility in work arrangements. Salary range is \$35,000 - \$40,000 per annum, commensurate with experience. Start date to be determined.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

With input from and in collaboration with the Artistic Director and Board members, where appropriate, to:

- hire, motivate and manage TheatreOne staff and non-performance contracted help
- working with the Artistic Director, negotiate contracts and provide contractual, logistical and other required support
- engage, motivate and oversee volunteers working in the office and in the delivery of TheatreOne programs, in collaboration with the appointed Volunteer Coordinator

Funding

- Identify and pursues opportunities for grants through major funding agencies, foundations and the like
- jointly with the Artistic Director, prepare grant applications
- identify and pursue sponsorship opportunities
- develop and manage a donor strategy to build and sustain a strong donor base
- develop and/or support various fundraising strategies as needed

Marketing and Community Relations

- direct and oversee realization of marketing strategies
- promote TheatreOne in the community; in the absence of the Artistic Director acts as TheatreOne's representative at public events

Support to the Board

- establish and sustain a positive and effective working relationship with Board members
- attend Board meetings and provide written monthly reports; provide advice and analysis as needed for Board decision-making
- provide support to special Board initiatives such as fundraising

Financial accountability

- in consultation with the Artistic Director and the Treasurer, prepare the annual budget
- monitor, control and report monthly on the current financial situation, including monthly financial statements, variance against budget, cash flow projections and budget forecasts
- responsible for the integrity and accuracy of box office, accounts payable, payroll and banking activities; liaises with Bookkeeper to ensure bookkeeping functions are accurate and timely

Administration

- ensure the effectiveness of systems, processes and procedures underpinning office operations
- ensure TheatreOne operates in accordance with its internal policies and meets its obligations, e.g.; Regulatory and reporting requirements, the provisions of the Professional Association of Canadian Theatres (PACT) etc.

QUALIFICATIONS:

- Good organizational and administrative skills
- Excellent communication skills, both interpersonally and in public forums; strong writing skills – a track record in preparing grant applications is an asset
- Good networking skills with experience in fundraising and relationship management
- Experience in the non-profit sector, preferably with a performing arts company – experience in the administration of a theatre company is an asset
- Experience working with an active and engaged Board
- Familiarity with a broad range of technology and computer applications; social media platforms; etc.

ATTRIBUTES:

- Leadership and initiative
- Preference for collaboration and teamwork
- Ability to build and maintain constructive relationships with others
- Energy, commitment and results orientation

HOW TO APPLY:

Please submit the following to theatreonecompany@gmail.com:

- A cover letter explaining why this position excites you and why you are our ideal candidate
- Your CV/Resume
- Links to any relevant work you have done

Contact Name: Judith Gibson