



## We're Recruiting For...

# Managing Director, Theatre

Confederation Centre of the Arts is the result of a dream shared by all Canadians - to create a place where our country's history and multicultural character is celebrated, and where the talents of its people are nurtured and showcased. As an employer, Confederation Centre of the Arts brings together people of diverse skill sets and qualifications in equally diverse operations.

The Managing Director (MD), Theatre, is a member of the Senior Management team and reports directly to the Chief Executive Officer (CEO). Working collaboratively with the Artistic Director (AD), Theatre, the MD is responsible for the planning, direction, and oversight of all aspects of operations for all theatres, tours, and show development at Confederation Centre of the Arts.

As a member of the senior leadership team at the Centre, the MD works closely with the CEO and other senior managers to successfully implement strategic priorities of the Centre and meet the goals outlined in the Strategic Plan. The MD and AD work together to define the departmental structure and processes within the performing arts area, and the integration of that area with visual arts and arts education at the Centre.

The Managing Director, Theatre is responsible for oversight of all operations in performing arts. In doing so, the MD provides support to a core team, as well as seasonal employees and artists.

The Managing Director, Theatre, is part of a senior management team which includes the Director of the Art Gallery and the Director of Arts Education and Heritage. All programs are fully supported by a significant team in marketing, fundraising, communications, finance, operations and human resources. This allows the Managing Director, Theatre to prioritize their time on issues within the theater and contributes to a healthy work-life balance.

Responsibilities of the Managing Director, Theatre include, but are not limited to:

- Work with the Artistic Director in preplanning and development of programming, including development of new work and touring options;
- Prepare and manage budgets for all performing arts activities;
- Responsible for overall management and long-term planning of box office and front of house operations;
- Manage theatre administrative staff;
- Responsible for contracting and negotiations for all performing arts activities;
- Assist in collective bargaining with unions;
- Oversee the mounting and operating of all theatre productions at all Centre venues;
- Collaborate with visual arts and arts education departments on programming initiatives and offerings;
- Assist Chief Financial Officer (CFO) with planning and implementing capital purchases and projects related to the Centre's theatres;
- Work with AD and CFO to identify and pursue program specific funding opportunities;
- Maintain relationships throughout the performing arts community;
- Work with the Director of Marketing and Artistic Director to promote performing arts productions;



- Represent Confederation Centre of the Arts with PACT and other regional or national industry organizations.

The ideal Candidate will have:

- 10+ years experience in production leadership/management positions in large theatres;
- Strong knowledge of licensing and copyright practices with regards to theatre productions;
- Experience creating and managing budgets in a large theatre, considering the relative costs and benefits of potential actions, and making sound business decisions;
- Strong interpersonal and negotiation skills;
- Exceptional time management skills; the ability to manage one's own time and the time of others, across multiple projects, teams, and schedules;
- Strong written and oral communications skills, including the ability to interact with all staff in a professional and tactful manner;
- Demonstrated experience with contract and union negotiations;
- Critical and creative thinking skills– develop, design and create new ideas, systems and relationships;
- Ability to analyze information, evaluate results, make informed decisions, and be accountable for the results with a view to ensuring continuous improvement;
- Ability to adjust actions and/or plans in relation to external and influencing factors.

The Managing Director, Theatre is a full-time, year-round position, beginning as soon as possible. The salary range is \$80,000 - \$120,000 per annum commensurate with experience, with a comprehensive benefits package and pension plan.

## How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at [careers@confederationcentre.com](mailto:careers@confederationcentre.com).

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodation to candidates for all aspects of the recruitment and selection process.