

We're Recruiting For...

Director of Operations

As a member of the senior management team and reporting directly to the CEO, the Director of Operations (Director) is actively involved in the on-going strategic and business planning of the Centre, ensuring the efficient operations of the facility and its services.

The Director leads the visioning and implementation of capital planning and major project management, connecting multi-disciplinary teams in Property, IT, Security, and Food & Beverage Services, in the execution of the strategic plan. The Director's responsibilities include, but are not limited to:

- Overseeing the day-to-day operations of the Facility and IT staff and services in a way that supports programming at Confederation Centre of the Arts;
- Project management of all building maintenance and capital improvement initiatives;
- Developing and managing budgets for projects and multi-departmental operations, including funding applications;
- Communication with a wide range of stakeholders (internal and external) in writing, by phone, and in person;
- Leading a large, multi-disciplinary team and managing employee recruitment, training & development, performance, disciplinary issues, etc.;
- Assisting in the negotiation of the collective agreement for the Construction & Labourers Union at the Centre;
- Developing and overseeing plans, processes, and policies related to operations, including occupational health & safety;
- Leading the Centre's Health & Safety Committee, and participating in the Property Committee of the Board of Directors; and
- Modeling the Centre's Organizational Values & Leadership Behaviours in all aspects of the work.

The Director's responsibilities present a unique set of challenges and opportunities that require strong technical and operational knowledge of facilities management to oversee day to day site operations. In addition, the competencies required of the Director include:



- A thorough knowledge of repair and maintenance practices related to maintaining public grounds, as well as knowledge of standards and requirements for safe food handling and storage, inventory management, HVAC systems, etc.;
- The ability to understand the requirements of integrating excellent food service and delivery with complex programmatic offerings;
- The ability to understand and apply all relevant legislation with respect to environment, building code, and health and safety issues;
- Exceptional administrative, organizational, and planning skills for implementing projects and initiatives in a large, non-profit, multi-stakeholder organization;
- Extensive experience with contract tendering and management, and strong financial and business acumen, including budget development and tracking;
- Overall knowledge of building trades and proven ability to read, understand and interpret drawings and prepare specifications for building projects;
- Strong skills in the use of word processing, spreadsheet, statistical, drawing and project management software to prepare and analyze reports and provide recommendations;
- Superior communication skills, both oral and written, adaptable to a variety of audiences; and
- The ability to work flexible hours to fulfill essential duties of the position.

Candidates must have:

- 10 years or more of progressive experience leading to a senior management role in Operations, Facilities Maintenance, Project Management, or a related position;
- Bachelor's Degree in Business Administration or equivalent combination of education and experience in a related field;
- Advanced level of proficiency with the English language for speaking, reading, writing, and comprehension in a professional setting;
- Experience operating in a non-profit sector and/or preparing applications for federal and provincial grants and funding; and
- Experience in managing more than 10 staff or contractors in a diverse, multi-departmental, and unionized organization.

The following would be considered an asset:

- Knowledge of, or previous experience working with, Theatres, Art Galleries, and/or Museums is considered an asset;





- Post-graduate education and/or certification in Business Administration, Operations or Project Management, Supply Chain Management, Facilities and Maintenance, or a related field; and
- Bilingualism (French/English).

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 Stephanie Gallant, Human Resources Manager by email at careers@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

Closing Date: 12pm Noon Monday, April 15, 2019

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities and upon request will accommodate candidates taking part in all aspects of the recruitment and selection process.

