



We're Recruiting For...

General Manager, 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 *General Manager (GM), 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 GM 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 *GM* 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 *GM* 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 *General Manager, Theatre* is responsible for oversight of all operations in performing arts. In doing so, the GM provides support to a core team that includes the Associate Producer, Technical Director, Theatre Administrator, Department Heads, as well as the teams of designers, directors, and associates hired seasonally for the Charlottetown Festival.

Responsibilities of the *General Manager, Theatre* include, but are not limited to:

- Oversee the mounting and operating of all theatre productions at all Centre venues, including new shows in development and touring productions
- Schedule and manage artistic, administrative, and production staff
- Negotiate contract agreements for artistic, administrative, and production staff
- Understand and abide by all union agreements
- Prepare and implement budgets for the Charlottetown Festival, Live @ the Centre, theatre rentals, and all performing arts activities
- Assist CFO with planning and implementing capital purchases and projects related to the Centre's theatres
- Maintain relationships throughout the regional performing arts community
- Work with the Artistic Director and the Director of Marketing & Communications to market, promote, and sell all performing arts productions
- With the Artistic Director, present a budget and show proposal for the Charlottetown Festival to the Senior Management team for approval
- Work with CEO, CFO, and AD to explore and develop new touring options
- Work with CEO, AD, and Director of Development to identify and nurture funding opportunities from the public and private sectors
- Represent the Theatre with PACT and other regional or national industry organizations



The ideal Candidate will have:

- 10+ years experience in theatre production leadership/management positions
- Demonstrated successful experience leading production teams in large theatres
- Diploma or degree in theatre production or technical theatre
- Demonstrated experience with contract and union negotiations including but not limited to CAEA, ADC, IATSE, and ACTRA
- Strong knowledge of production processes with a broad general knowledge of the workings of a producing performing arts company.
- Strong written and oral communications skills, including the ability to interact with all staff in a professional and tactful manner.
- Strong interpersonal and negotiation skills.
- 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.
- Strong problem-solving, and decision-making skills– considering the relative costs and benefits of potential actions, and making sound business decisions.
- Exceptional time management skills; the ability to manage one’s own time and the time of others, across multiple projects, teams, and schedules.
- Ability to adjust actions and/or plans in relation to external and influencing factors.

The *General Manager, Theatre* is a full time, year-round position, beginning as soon as possible. The salary and benefits will be commensurate with experience.

How To Apply

By email to the attention of Human Resources Manager 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.

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 accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: September 24, 2020