

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, Security, Custodial, and Facilities Services, in the execution of the strategic plan. The Director's responsibilities include, but are not limited to:

- Overseeing day-to-day operations of the Facility and effective management of the Operations Team in support of programs at Confederation Centre of the Arts
- Project management of all buildings maintenance and capital improvement initiatives, including procurement and contract tendering
- Developing and managing budgets for projects and multi-departmental operations, including funding applications
- In collaboration with the Director of HR and staff from all departments, playing a supporting role with the Centre's Health & Safety Committee
- In collaboration with the CEO, CFO, and program directors, playing a leadership role on the Capital Planning Committee
- In collaboration with the CEO and CFO, representing Management on the Property Committee of the Board of Directors, and liaising with the Chair of Property Committee
- Communicating 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 the CFO and Director of Human Resources 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
- Modeling the Centre's organizational values & leadership behaviour 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:

- Exceptional leadership, administrative, organizational, and planning skills for implementing projects and initiatives in a large, non-profit, multi-stakeholder organization
- Expertise in procurement, contract tendering and management, with 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
- A thorough knowledge of repair and maintenance practices related to maintaining buildings and public grounds
- Knowledge of standards and requirements for HVAC and other buildings systems, safe food handling and storage, inventory and scheduling management
- Strong ability to understand and apply all relevant legislation with respect to environment, building code, and health and safety issues
- Ability to inspire a positive workplace culture of support for arts programming
- Superior communication skills, both oral and written, adaptable to a variety of audiences
- Strong skills in the use of word processing, spreadsheet, statistical, drawing and project management software to prepare and analyze reports and provide recommendations
- 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
- Demonstrable experience with successful and timely delivery of significant building or renovation projects
- 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 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
- Experience with the care and maintenance of a designated historic site
- Experience operating in a non-profit sector and/or preparing applications for federal and provincial grants and funding
- Post-graduate education and/or certification in Business Administration, Operations or Project Management, Supply Chain Management, Facilities and Maintenance, or a related field
- 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 John Mooy, Director of Human Resources, 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.

Confederation Centre of the Arts is committed to promoting an inclusive workplace. We encourage applications from under-represented communities including racialized persons, new Canadians, or persons with a disability. When requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: 12pm Noon Monday, February 28, 2022