

ALBERTA THEATRE PROJECTS

JOB POSTING – EXECUTIVE & ARTISTIC DIRECTOR

Alberta Theatre Projects is preparing for our 50th Anniversary of producing live, professional, contemporary theatre in Calgary.

We create world-class contemporary theatre that blurs the line between the audience and the artist, by telling the most provocative and engaging stories of our time. By embracing the intimacy and unique audience configuration opportunities of the Martha Cohen Theatre, we offer an exciting new experience for our audience with each production.

Alberta Theatre Projects is a Calgary-based, not-for-profit, professional theatre company that celebrates the art of live theatre. The company produces world-calibre shows with a focus on idea-driven new works, plays by Canadian playwrights, and contemporary theatre from around the world. We are also a national leader in new play development and dramaturgy.

ABOUT THE POSITION

As Alberta Theatre Projects' sole CEO, the Executive & Artistic Director, will be responsible for both the business and artistic leadership of the company, including defining its artistic vision and mission. The role is accountable for creating and implementing a comprehensive strategic plan and involves working with the Senior Management Team to provide programming, financial and business planning, marketing and communications, fund development, and facility management oversight for the whole company. Reporting directly to the Board of Directors, the Executive & Artistic Director will be an experienced leader who understands both the artistic and operational requirements of a not-for-profit arts organization and has experience in brand development, organizational process and structure best practices, and collaborative planning. The ideal candidate will continue to define and raise Alberta Theatre Projects' profile locally and nationally, sustaining and improving strategies to secure the company's long-term financial stability, increase organizational resiliency, and ensure its artistic legacy.

RESPONSIBILITIES

- Lead Alberta Theatre Projects as Calgary's pre-eminent producer of new work by articulating and advancing the artistic vision for the organization that reflects its commitment to excellence for both audiences and artists.
- Develop operational priorities and processes that enable the company to operate at its highest efficiency. Mobilize the team to achieve organizational excellence by ensuring financial stability, strong stakeholder relationships, and organizational resiliency.
- Work collaboratively with the Senior Management Team and Board of Directors to lead and implement a strategic planning cycle for the organization that identifies short and long term artistic and organizational goals.
- Lead and act as ambassador for the organization, developing a strategic corporate culture and effectively communicating it to align with the brand, vision, mission, and values.
- Oversee Alberta Theatre Projects' producing model (process) and program seasons (product) of new Canadian work in collaboration with the Senior Management Team to ensure balance between Alberta Theatre Projects' artistic direction and financial stability.
- Serve as primary liaison to the Board of Directors, accountable for timely, accurate and transparent communication and reporting to the Board.
- Act as the lead spokesperson for the company with members of government, public funders, unions, other trade and professional organizations, corporate sponsors, major private supporters, and the media.
- In collaboration with the Artistic Team's advice, approve and select producing partnerships and creative teams for the development and production of projects.
- Accountable for overseeing the development and execution of productions to meet the artistic standards of the organization.
- Build and maintain positive working relationships through effective influence with industry partners, stakeholders (public and private funders) and producing partners (venue partners, co-producers and presenters).

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- Lead the process of timely grant application preparation and reporting in collaboration with the Senior Management Team.
- Represent Alberta Theatre Projects' vision, mission, values and brand locally, nationally, and internationally to inspire support for Alberta Theatre Projects' work. Review and modify as needed.
- Support outreach to artistic networks to bring the perspectives, talents and visions of new artists to Alberta Theatre Projects to enhance the company's creation, programming and production of new work.
- Other duties, as required.

CONTACTS

This position will liaise with members and officers of the following groups:

- Alberta Theatre Projects' Board of Directors
- Legal Counsel
- Financial Auditors
- Canada Council for the Arts
- Alberta Foundation for the Arts
- Calgary Arts Development
- Calgary Foundation
- Members of Local, Provincial and National Government
- Professional Association of Canadian Theatres (PACT)
- International Alliance of Theatrical Stage Employees Local 212 (IATSE)
- Playwrights Guild of Canada (PGC)
- Associated Designers of Canada (ADC)
- Canadian Actors' Equity Association (Equity)
- Arts Commons
- Theatre Calgary (joint venture resources)
- Executive leadership of local theatre companies
- Local and national peers
- Local and national artists and playwrights
- Members of the Senior Management team

WORKING CONDITIONS

- This position operates in an office environment, as well as overseeing work taking place in theatres, scene shops, studios, and other external locations, dependent on the nature of the artistic work being presented or considered.
- Hours of work: in excess of 40 hours per week during the season.
- Periods of higher than normal work volume should be expected during the season.
- Evening and weekend work required, particularly when during the runs of plays.
- The position requires some travel, typically no more than 3 weeks per year.

KNOWLEDGE, SKILLS & ABILITIES

- Minimum 8 years of experience in a senior leadership position in the arts, not-for-profit or entertainment industry or a related sector.
- Proven track record of successfully leading the operations of an organization to financial health and artistic success.
- Post-secondary education in an artistic discipline and in Arts Management, Business Administration, or Marketing. Education in other specializations or equivalent work experience will be considered.
- Visionary artistic leadership with significant experience as a theatre or performing arts professional.

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- Outstanding leadership skills.
- Superior strategic planning skills.
- Experience in the field of arts management and knowledge of the issues facing the sector.
- Strong collaborative decision making abilities.
- Exceptional and inspiring communications skills, both written and oral.
- Effective delegation skills and ability to hold staff accountable to high standards of professionalism.
- Enthusiasm for empowering staff to realize operational priorities, lead a team and inspire leadership in others.
- Strong skills as a mediator and negotiator.
- Demonstrated skills in mentorship / coaching.
- A passion and commitment to the performing arts and their value to society.

REPORTING RELATIONSHIPS

All staff report directly or indirectly to the Executive & Artistic Director, including direct reports on the Senior Management Team. This position reports to the Board of Directors and includes oversight on six staff groups: Administration, Box Office, Casual Creative, Crew, Front of House, and Stage Management. This role is part of the Administration staff group.

REMUNERATION

The salary range for this role is \$100,000 to \$110,000. As part of the Administration Staff Group, this role is entitled to all benefits as set out by staff policies.

APPLICATION PROCESS

To apply, email your resume and cover letter to Board@ATPlive.com.

In your cover letter, kindly include:

- Where you saw this position advertised
- If you were referred to this position, the name of the person who referred you.

Alberta Theatre Projects is committed to reflecting the diversity of our community. We believe in equity and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability.

Thank you to all applicants. Only those selected for interviews will be contacted. For more information about Alberta Theatre Projects please visit our website, albertatheatreprojects.com.

Only applicants eligible to work in Canada will be considered. The successful candidate will undergo a Criminal Record check, including a Vulnerable Sector check.