

# ALBERTA THEATRE PROJECTS

## JOB POSTING – GENERAL MANAGER

### ABOUT THE COMPANY AND THE ROLE

Alberta Theatre Projects is preparing for our next few seasons of producing live, professional, contemporary theatre in Calgary. We plan to announce our 2022-23 season in the near future and we are already planning for our 50<sup>th</sup> anniversary season in 2023-2024. 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.

This is a very exciting time in the history of Alberta Theatre Projects as we look to the future: how our company can continue to be a national leader in new play development, producing and presenting world class productions of contemporary theatre that engages our community by reflecting their stories on stage. We are also in the initial planning stages of a pilot national touring program for our ATP productions.

As we plan to innovate, reenergize and envision a bold, bright future of our company for the next 50 plus years –laying a new foundation for growth in the next few seasons – we are also reviewing how we do things at our company to make the future even brighter. As we have welcomed new leadership - Rohit Chokhani as our new Artistic and Executive Director, and Marcie Januska as our Producer, we are looking for an exciting leader to join the Leadership and Senior Management Team at our company in the role of General Manager. ATP is in a high-growth phase and we are excited to keep the momentum going as one of our country's leaders in professional theatre; we can't wait for you to join us on this journey. As General Manager, you will play a pivotal role in defining the future of our company, reviewing and revising its models of operations, policies and procedures, and redefining its organizational structure with a vision for its long-term future.

**Website:** <https://albertatheatreprojects.com/>

### 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.
- This is a full time leadership and administrative position.
- We follow a 40 hour week as an organization. Occasional evening and weekend work is required, particularly during the runs of plays. Occasional work in excess of 40 hours is required. We have a time off policy which accounts for quarterly lieu time and a work life balance as well as a holiday closure and other benefits to account for the longer hours occasionally during the season.

### ABOUT THE POSITION

The General Manager is the glue that holds together our wonderfully eclectic mixture of people, projects and priorities. The General Manager will manage our team and our day-to-day operations with leadership in the areas of Finance, Administration and Human Resources, and provide oversight and mentorship in the area of Front of House, Rentals, Marketing, Sales and Development. Reporting to the Artistic and Executive Director (AED), the General Manager with

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the AED and Producer comprise the Leadership team at ATP. The General Manager participates in Board meetings, committee meetings and all major leadership and management aspects of administration and management as well as works in a collaborative capacity with the Producer. We are looking for an energetic and collaborative leader that can hit the ground running and rally the team around our key priorities.

### Direct reports:

- 5 to 7, depending on the time of the year (5 full time and 2 part time)
  - Front of House Manager (full time)
  - Finance Administrator and Bookkeeper (full time)
  - Director of Development (full time)
  - Marketing Manager (full time)
  - Sales Manager (full time)
  - Rentals (part time)
  - Office Administrator (part time)

### Committees:

- Finance Committee
- Development Committee
- Arts Common Operational Committee
- Health and Safety Committee
- HR Committee

## RESPONSIBILITIES

### *Leadership*

- Promote ATP's vision and mission.
- Align the work of the team to the ATP Strategic Plan.
- Develop a positive environment for team members that facilitates open communication and increases engagement.
- Work collaboratively with the AED, production and artistic teams to achieve goals and priorities.
- Build relationships with other theatre companies in Calgary, staying connected to best practices within the industry.
- Mentor, Coach & facilitate the growth & Learning of all staff and team members.

### *Financial Management*

- In consultation with Senior Management, lead and develop annual budget and forecasts for presentation to the Finance Committee and the Board of Directors.
  - Update, review and analyse the budget throughout the year to ensure actuals track to expectations.

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### *Financial Management (Continued)*

- Responsible for full cycle accounting including financial statement preparation and analysis, cash flow analysis, accounts payable and receivable, cash flow and variances, vendor payment, employee records, tax receipts, audit preparation and coordination.
- Ensure all payroll matters are delivered in a timely fashion and trouble shoot any financial challenges.
- Monitor and review expenditures to ensure they stay within budget guidelines.
- Proactively identify potential concerns from a financial or budget perspective in consultation with the AED, Producer and the Finance committee; implement solutions and/or recommend solutions.
- Prepare and submit all federal, provincial and municipal documentation including those from the Canada Revenue Agency (GST, subsidies, T4s, annual returns, etc.) and Alberta Registries (annual returns).
- Audit preparation and coordination for the ATP Society; preparation of year-end financial statements for the ATP Development Foundation.
- Present monthly financial results to the Finance Committee and quarterly updates to the Board of Directors.
- Manage all financial aspects for the company including work flow and deliverables of the Financial Administrator and Bookkeeper.

### *Human Resource Management*

- Develop an efficient and effective people plan for delivering administrative services.
- Participate in the recruitment, selection, orientation and ongoing assessment of new team members.
  - Utilize a performance and development process to facilitate on-going performance conversations with existing team members.
- Develop and update policies, procedures and processes as needed to keep ATP ahead of the curve as an employer of choice and artistic innovator.
- Co-lead Diversity, Equality and Inclusion (DEI) planning, training and measures with the AED.
- Provide on boarding to new staff and regular training measures for existing employees.
- Create, lead and implement an organizational Human Resource Committee as well as an Health and Safety Committee.
- Manage benefits and track vacation, sick days and lieu time for employees.
- Responsible for administrating all COVID-19 vaccination checks for employees and casual staff.
- Manage and deliver all company wide staff/casual employee communications.
- Organize company events such as the annual staff gathering and board meetings..

### *Administration*

- Take a leadership role in grant writing with the Director of Development and AED. This involves providing and updating financial and company data related to various grants in an ongoing fashion and updating data in CADAC.

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- Negotiate policies, agreements, Season planning, category calculations and deals with various stakeholders including IATSE, PACT, CAEA, Arts Common and resident companies in collaboration with Senior Management.
- Source, maintain and improve employee benefits and organizational insurance policies and procedures.
- Lead team wide administrative meetings.
- Maintain organizational plans and a functional office.
- Participate in facility management of the office spaces, venue and other spaces.
- Manage information technology needs, security and maintenance for ATP in association with Arts Common IT personnel.
- Responsible for ongoing daily operations of the office and other ATP areas in terms of services, supplies, maintenance and organization.

### *Oversight & mentorship of Other Departments*

- Front of House: Oversee all front of house operations including front of house team (staff & volunteers) with the Front of House Manager, including collaboration on bar and merchandise revenue, rentals and
- Rentals: Oversee season rentals with the Production Manager in terms of budgets, estimates, contracts and invoicing.
- Marketing: Oversee all marketing and sales campaigns with the Manager, including providing input to strategic marketing and communications plans. Oversee and manage all public relations and communications with the Manager, including crisis communications.
- Sales: Collaborate with the Manager to oversee all ticketing and sales efforts, including promotions, subscriptions, Box Office operations and the accounting for ticket sales reconciliations.
- Development: Oversee all fundraising events and campaigns with the Director. Forecasting developmental budget and actuals monthly. This includes planning the Opening night receptions.
- Set tactics, strategies and sales targets across all the portfolios mentioned above.

### **JOB REQUIREMENTS**

#### *Education and Experience*

- Post-secondary education in Arts Management, Business Administration or Marketing. Education in other specializations or equivalent work experience will be considered.
- Strong financial and accounting background, knowledge and experience.
- 5+ years of relevant management experience in theatre or arts administration.
- 5+ years of experience managing full cycle accounting and budgeting.
- Experience preparing grant applications and all required government correspondence.
- Outstanding leadership skills.
- Superior strategic planning skills.
- Experience in the field of arts management and knowledge of the issues facing the sector.

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- 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.

### *Knowledge, Skills & Abilities*

- Proven track record of successfully leading the operations of an organization to financial health and artistic success.
- Prior experience as a theatre or performing arts professional is an asset
- A can-do attitude and a willingness to go above and beyond when necessary.
- Very strong organizational skills, including balancing multiple responsibilities and effectively meeting deadlines.
- Very strong planning and project management skills: able to plan, identify and execute on deliverables with short timelines.
- Excellent technical skills with advanced proficiency with Microsoft Office products.
- Experience with QuickBooks desired, but can be learned in the role.
- Excellent interpersonal and communications skills (written and verbal).
- Strong, proven ability to manage, coach and mentor direct reports.
- Proven ability to work independently as well as within a team environment.
- Very strong customer service orientation.
- Being adaptable and able to work in a changing environment.
- Other experience areas that would be an asset for the position:
  - CRM systems.
  - CTA, IATSE, ADC, PGC agreements.
  - Prior General Management experience with Theatre or arts companies.
  - Prior experience with fund development & fundraising.

### COVID-19 VACCINATION & MASK MANDATE

Alberta Theatre Projects is extremely conscious of the health and safety of our workforce and audiences. As a condition of employment, all Alberta Theatre Projects' employees must be fully vaccinated against COVID-19 using a Health Canada approved vaccination dosage before joining the organization. Employees must provide proof of their vaccination status to our human resources department. We also currently have a mask mandate in place for all employees in our office, building and venue. For up to date information on our vaccination policy and mask mandate please visit our website.

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### DIVERSITY, EQUITY, AND INCLUSION

Alberta Theatre Projects is committed to reflecting the diversity of our community. Our commitment to DE&I is woven into our values and belief that our organization is strongest when we embrace our communities' lived experiences, regardless of what we look like, where we come from, or whom we love. That means building a more equitable, inclusive workplace and promoting daily actions that reinforce our DE&I commitment to the audiences we serve. We believe in equity and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, culture, nationality, family status, sexual orientation, and physical ability. If you require any accommodations during the hiring process, please email [rchokhani@atplive.com](mailto:rchokhani@atplive.com) in confidence.

### APPLICATION PROCESS

Please email a letter of interest and resume by email to Rohit Chokhani, Artistic & Executive Director at [rchokhani@atplive.com](mailto:rchokhani@atplive.com)

Your letter of interest should address the following:

- Why you would like to pursue this opportunity at this moment in time in your career and why we should hire you?
- Why you think you have the skills and experience to land this position?
- What excites you the most for the next decade ahead in the theatre industry?
- What future do you envision for theatre in a post pandemic world?
- Anything else you would like to highlight or tell us about yourself.

ATP would like to fill this position immediately; interviews shall be conducted as soon as a qualified candidate applies and is selected. Applications will continue to be accepted until the position is filled and/or the deadline is passed. To receive full consideration, please apply by the deadline or sooner. Thank you to all applicants; only those selected for interviews will be contacted.

Please note that an employee police record check and a vulnerable sector check will be required before joining the organization.

**Application Deadline:** May 9th, 5:00 p.m. MST.

Start date (Negotiable): Ideally May 16<sup>th</sup>, 2022. We are open to negotiation on a start date based upon the prior commitments of the successful candidate.

**Remuneration:** An annual salary, of \$75,000 - \$90,000 commensurate with experience, with four weeks of paid vacation annually and our company's employee group health plan after three months of start date.