

General Manager – Job Description / Advertisement

The Victoria Theatre Guild and Dramatic School at Langham Court Theatre is seeking a General Manager to carry out its mission of being “a welcoming community theatre with a passion for creating vibrant, engaging entertainment”. The theatre is located at 805 Langham Court and www.langhamtheatre.ca

The General Manager is responsible for the successful leadership and general management of the organization. The General Manager is the one of the main points of interaction between the Guild, its patrons and volunteer base, and is the main liaison to the Guild's other employees and contractors. The General Manager's role is the key point of contact for all activities occurring within the theatre facility, and acts as the public face of the Guild in the community.

This position is a full-time position commencing **as soon as possible**, with salary competitive with that of other not-for-profit theatre companies.

The successful applicant should demonstrate the following qualities:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Ethical Behaviour:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Relationship Building:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Effective Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Maintain a positive attitude and approach to all areas of the job.
- **Creativity and innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Team Leading:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Recognition of the Value of Volunteers:** Enjoy working collaboratively with volunteers who are the strength of the organization.
- **Positive Leadership:** Positively influence others to achieve results that are in the best interest of the organization.
- **Decision Making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results
- **Problem Solving:** Assess problem or conflict situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and manage/or resolve the problem
- **Strategical Thinking:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization

Previous Experience considered as assets

- Experience in the arts or not-for-profit related organizational activities
- Experience with strategic community outreach, marketing and media relations, as well as website development & design
- Experience in a community theatre setting and a passion for the theatre
- Previous supervisory experience
- An arts or administrative degree

Qualifications

- General knowledge of
 - legislation applicable to voluntary sector organizations ...
 - community challenges and opportunities relating to the mission of the organization
 - human resources management
 - financial management
 - project management
 - marketing, social media, promotions
- Strong leadership skills
- Ability to work independently and as part of a team
- Excellent time management, planning and organizational skills
- Effective oral and written communication skills
- Ability to work flexible hours
- Familiarity with local performing arts community and venues
- Must have a valid Class 5 BC Driver's License and his or her own vehicle

The General Manager is responsible for:

- Contract administration;
- the regular financial operations of the Guild
- maintenance and drafting of policies, procedures, and guidelines for the organization,
- community outreach,
- communications, marketing, and promotions;
- obtaining scripts and performance rights;
- human resources and staffing;
- sponsorships and partnerships;
- updating and populating the website and other social media platforms;
- production coordination,
- promotion, and publication; and,
- long-term strategic planning with the Board of Directors.

The General Manger can expect to work approximately 40 hours per week, with the timing of the hours largely focused around the needs of the theatre's six annual productions.

Applicants should forward a cover letter, resume and references to the Chair, Human Resources at hr@langhamtheatre.ca by **May 19, 2015**.

Interviews will be conducted between **May 25th and 30th**. Interviews via Skype can be arranged.

Questions can be directed to Chair, Human Resources Committee hr@langhamtheatre.ca.