

EMPLOYMENT OPPORTUNITY

General Manager for Langham Court Theatre Society

Position: General Manager
Date of Posting: Sept 1, 2022
Job Start Date: Oct 1, 2022
Application Deadline: Sept 16, 2022 at 5pm

SUMMARY POSITION

The General Manager, a full-time salaried position, is responsible for managing operations of the theatre and its facilities, supporting other staff members, and carrying out the vision of the Society. The General Manager will report to the Board of Directors, work alongside the Artistic Coordinator, will be supported by (up to) 2 Administrative Clerks, and will oversee staff and volunteers including the Front-of-House Manager, Technical Director, and Custodian. The General Manager will ensure smooth day-to-day operations while providing leadership and accountability to the broader community. The position requires an energetic professional who is educated and versed in anti-racism and anti-harassment work, who has experience in Change Management, who excels at administrative work and building relationships, and who is confident and accountable to a community in a state of both positive transformation and adverse resistance.

Parallel Staff:

Artistic Coordinator

Support Staff:

Up to 2 Administrative Clerks
Technical Director
Custodian/Caretaker
Costume Loft Manager

Key Volunteers:

Production Chairs
Front of House Manager

Leadership

- Strongly committed to anti-racism/anti-oppression work and leading a community with these values at the top of mind.
- Promote Langham Court Theatre Society's stated vision and mission and values.
- Uphold and support the Code of Conduct.
- Zero tolerance for racism, harassment, and bullying culture.
- Work collaboratively with the BOD, Staff, Production Chairs, Directors, membership, and volunteers to support the delivery of the season and foster a supportive and inclusive community.
- Build relationships and stay connected to best practices in the community.

- Mentor, coach, onboard, and facilitate learning of all staff.

RESPONSIBILITIES

The General Manager's responsibilities include:

- Implementation of Anti-Racism Accountability measures, including keeping up to date with equity audits, upholding the Black Pledge, holding board and membership accountable to its commitment of anti-racism and atoning for past harms *
- Working with the Production Chairs and Play-Selection committee to plan each season, ensuring equitable practices *
- Support BOD with budget planning, maintaining the general ledger and keeping production teams on budget and schedule.
- Contract negotiation with renters in the community.
- Supervise administrative clerk's tasks, including but not limited to, accounts receivable, accounts payable, payroll, budget reconciliation, grant writing, contract management with renters, communications, marketing, website support, and more.
- Ethical financial oversight.
- Manage insurance.
- Support and coordinate facility usage, maintenance and/or major capital projects.
- Work with the bookkeeper and/or administrative clerks to prepare year-end reports.
- Help organize fundraising and volunteer events, i.e. costume loft sale, volunteer appreciation, etc *
- Work with the Board to identify additional priorities and tasks, as needed.

*These tasks are fulfilled in partnership with the Artistic Coordinator

JOB REQUIREMENTS:

- Experience in crisis management with an anti-oppressive lens.
- Experience in shifting workplace culture and developing and enacting policy.
- Leadership experience in managing and liaising with a vocal membership, with a zero-tolerance policy for harassment, bullying, racism, transphobia, ableism, and sexism, within a community in crisis and reckoning with its past.
- Knowledge of anti-racism work, anti-racism leadership, safe spaces, and anti-oppression work, and can be accountable to these principles and practices.
- Experience in arts management.
- Experience in Production Scheduling and/or Project Management.
- Strong financial background and experience with budgeting.
- Knowledge of requirements/restrictions with the Canadian Actors Equity Association.
- Knowledge of harm-reduction principles in professional spaces.
- Experience with change management in a crisis environment.
- Independent, motivated self-starter who cares deeply about the theatre's responsibility to its broader community.
- Excellent people management skills including building and leading teams.
- Ability to prioritize a complex workload with excellent organizational skills.
- Highly organized with excellent administrative skills.

- Ability to take responsibility and make quick, informed, operational decisions.
- Excellent written and verbal communication skills.
- Computer literate with experience using IT to streamline processes.
- Project experience in streamlining processes, consolidating shared drives, and archiving records.

COMPENSATION

This is a permanent, full-time position with a salary commensurate with experience. Standard 30 hours weekly, 4 weeks vacation, with occasional evening and weekend work required. Salary Range: **\$54,000 - \$65,000 annually**

COVID-19 VACCINATION & MASK MANDATE

All employees and staff must be fully vaccinated against COVID-19. Proof of vaccination will be required for successful applicants. Masks are currently required for everyone in the building, save for performers during shows only, and where physical distancing is observed and all parties consent.

APPLICATION

To apply, please email your detailed resume and a cover letter, in PDF form, to operations@langhamtheatre.ca and enimetz@protonmail.com. Refer to “General Manager” in the subject line.

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.

Thank you to all applicants; only those selected for interviews will be contacted.

Langham Court Theatre is dedicated to creating a more equitable and inclusive workplace by prioritizing voices that have been excluded and building an organization where everyone's experience is both valued and reflected.

As an equal opportunity employer, we welcome and encourage submissions from individuals of all gender identities, cultures, ethnicities, sexual orientations, and abilities.

If you have any access needs that you would like to disclose that would make the hiring process more accessible to you, please email us at enimetz@protonmail.com and we will work with you to accommodate your access needs.