

studio180theatre

GENERAL MANAGER

Job Description

OVERVIEW

The General Manager is charged with the overall financial health and the effective daily operation of the organization. The General Manager works closely with the Artistic Director and regularly interacts with all elements of the organization – administrative, artistic and governance. The General Manager acts as the direct point of contact to the Board.

Reports to:	Board of Directors
Direct Reports:	Director of Development, Director of Youth and Community Engagement, Marketing and Community Engagement Coordinator
Part-time Position:	approximately 3 days/wk. with some evenings and weekends as required
Salary Range:	\$35,000 - \$45,000 commensurate with experience

MAIN AREAS OF RESPONSIBILITY

1) Administrative/Financial

- Financial management, forecasting, and budgeting
- Audit management
- Hiring and supervision of contract staff
- Oversight of production personnel
- Management of CADAC
- Financial reporting (to Board, stakeholders, and external sources)
- Committee participation (Finance and Strategic Planning)
- Ensuring compliance with CRA requirements

2) Production

- Preparation and management of all production budgets
- Administering artist offers, agents' correspondence, contract negotiation (Actors, Stage Managers, Designers, Directors, Choreographers etc.)
- Point of contact for Associate Producer/Production Manager
- Point of contact for partnering and/or presenting theatres with the Artistic Director
- Equity business: bond, insurance, dues, riders, concession applications
- Payment of invoiced services (rental, print material etc.)
- Navigate production logistics as necessary (coordinating auditions, rehearsal space, performance space, timing, etc.) with the Artistic Director

3) Board of Directors

- Primary point of contact for the Board of Directors
- Support Board meetings by coordinating Board packages and hospitality
- Maintain up-to-date contact and biographical records for each Director
- Maintain Board onboarding package and disseminate to new Board Members

4) Human Resources

- Supervision and management of staff, in cooperation with the Artistic Director
- Ensure the company adheres to best employment practices
- Maintain the quality and safety of the work environment

5) Future Planning

- Anticipate future needs (e.g., staffing, office/rehearsal space)
- Work closely with the Board and Artistic Director on strategic planning

REQUIREMENTS

- Degree/certificate in Arts Administration or commensurate experience
- Passion for and engagement in the performing arts
- Strong knowledge of financial practices and requirements for not-for-profit arts organizations
- Strong collaborative approach that allows for input from staff team, Board of Directors and stakeholders
- Ability to manage and support staff to ensure that all organizational goals and tasks are met
- Proven experience in artist contract negotiations with a clear understanding of Canadian Actors Equity, IATSE, and ADC requirements.
- Experience with grant writing
- Excellent written and verbal communication skills
- Excellent organizational skills – able to develop clear work plans and adhere to timelines.
- Outstanding analytical and problem-solving abilities.
- Proficiency with Microsoft Office suite and Apple technology
- Bookkeeping knowledge and skills are an asset, especially experience with Sumac and Quickbooks Online

WORKING ENVIRONMENT

The General Manager works primarily from the Studio 180 Theatre office, located at 19 Madison Avenue, Toronto with flexibility to work from home on specific tasks as needed. The General Manager is also expected to be present at venues and other spaces relevant to the facilitation of Studio 180's activities.

APPLICATION DETAILS: Application deadline: Monday, September 16, 2024

We look forward to receiving your application. Please include a detailed cover letter and your current CV in a single PDF and submit to the Chair of the Hiring Committee, Patty Jarvis at: submissions@studio180theatre.com

Studio 180 is committed to creating a safe and inclusive workplace and we encourage qualified applicants from all diverse communities to apply. We greatly appreciate the interest of all applicants and will only be able to contact those selected for an interview.

ABOUT STUDIO 180 THEATRE

Studio 180 Theatre is a Toronto-based company with a mission to engage, provoke and entertain through dynamic theatre and innovative Beyond the Stage experiences that delve into social and political issues.

We typically produce up to two large-scale shows per season in our Mainstage Series. Our Studio Series consists of workshops and public play readings of published work from Studio 180 READS and our Studio 180 IN DEVELOPMENT programs, where we are proud to support the development of new Canadian plays that explore provocative social and political issues. Beyond The Stage activities enhance each Mainstage production with opportunities to learn from industry leaders and participate in public dialogue. We have also strengthened our legacy of partnering with local, grassroots organizations by adding Community Partners to every production.

Since 2009, we have run Studio 180 IN CLASS, an innovative education program that takes our work into high school classrooms across the Greater Toronto Area where our team of Artist Educators deliver theatre-based workshops that support youth mental health and wellbeing. The program has now expanded to include almost 2000 students from 30+ schools across six school boards learning through production-based and topic-based workshops delivered by our team of Artist Educators.