



Employment Opportunity | General Manager/Producer

Application Deadline April 3, 2017 | Expected Start Date: July 2, 2017

Salary Range \$50,000-\$60,000

The Opportunity

Theatre Direct Canada, one of Canada's most acclaimed and respected professional theatres dedicated to inspiring young audiences, is seeking a dynamic arts management professional to join our team as General Manager.

Supporting the artistic mission, mandate, and values of Theatre Direct by ensuring the development and sound management of the company's human, financial, and administrative resources, the General Manager also serves as producer for the company's productions. Therefore the ideal candidate is adept at balancing creative risk with sound management.

Theatre Direct's new General Manager will play an integral role in shaping and guiding the company's strategic direction as it embarks on an exciting new chapter in the company's history.

About Theatre Direct

In addition to its productions for children and youth, residencies and touring for schools, the company hosts the international WeeFestival of Theatre and Culture for Early Years and operates a year-round drama school engaging children through camps and classes.

Theatre Direct is governed by a small but dedicated board of directors and operates with an annual budget of \$550,000 - \$650,000 depending on each season's activities. The organization receives operating support from the Canada Council for the Arts, the Ontario Arts Council, The Toronto Arts Council and the Department of Canadian Heritage.

Over the 2017-2018 season Theatre Direct will reallocate resources currently invested in the operation of the Wychwood Theatre in the Artscape Wychwood Barns toward increased creation, touring, and digital dissemination. In the upcoming season, the company will also undertake a succession plan for future artistic leadership.

Position Description

Reporting directly to the Artistic and Executive Director and working closely with the Board of Directors, the General Manager is responsible for supporting the artistic mission, mandate, and values of Theatre Direct by ensuring the development and sound management of the company's human, financial, and administrative resources.

General Responsibilities

- championing, advocating for, and supporting the artistic programme of the company
- managing financial and human resources including employees and contract staff
- preparing grant applications and funding proposals including required reporting
- leading the company's fundraising and resource development strategy
- negotiating and preparing all administrative and production-related contracts
- representing and promoting the company to presenters and within the professional arts community
- working closely with our outside accounting and financial services firm

- general office and systems management
- managing production and presentation budgets
- liaising with, and managing the work of the Board of Directors and committees

Qualifications

The ideal candidate will have:

- a minimum 4 years of arts management experience in the non-profit sector
- a passion for theatre, education and arts for young people
- a commitment to Theatre Direct's values and to achieving equity, accessibility, and inclusion
- demonstrated commitment to mentorship and a passion for empowering the next generation of theatre makers
- a creative, motivated and entrepreneurial approach to arts producing and audience engagement
- excellent financial management skills
- proven success with public and private sector fundraising
- proven experience with grants management and administration
- excellent written and verbal communication skills
- flexibility/adaptability
- demonstrated success in Planning/Organization/Project Management
- demonstrated success working with volunteer boards, committees and volunteers

Other Qualities Considered an Asset:

- written and verbal fluency in French
- driver's license

Compensation & Benefits

- salary range \$50,000 - \$60,000
- option to participate in Theatre Direct health and dental plan
- opportunities for professional development
- generous vacation, flexible work hours and lieu time policy, commitment to work/life balance
- free enrolment in Theatre Direct drama school programs for children of employees

Further information about Theatre Direct and its current programming is available on our website:
www.theatredirect.ca

How to Apply:

Interested applicants are asked to submit a resume and an expression of interest (no more than three pages in length). These should speak to the applicant's knowledge of, and interest in, working with Theatre Direct and should clearly demonstrate the applicant's relevant experience in relationship to the requirements of this position.

Applications will be reviewed by a hiring committee and interviews will be scheduled for April, 2017. Please submit in confidence via electronic mail by March 27th to Catherine Smalley (smalley@bellnet.ca).

Theatre Direct is an equal opportunity employer and welcomes submissions from all qualified applicants.



OVERVIEW OF THEATRE DIRECT

Founded by playwright David Craig in 1976, Theatre Direct Canada is one of the Country's leading theatres for young audiences whose award-winning productions have reached audiences in schools and theatres touring throughout Ontario, across Canada and overseas. The company has received numerous nominations and garnered 9 Dora Mavor Moore Awards, 10 Chalmers Canadian Play Awards as well as the Canada Council Theatre for Young Audiences Prize.

Milestone productions include **Thin Ice** by Banuta Rubess and Beverly Cooper addressing sexual violence, **A Secret Life** by Ed Roy about hidden poverty, **Toronto at Dreamers Rock** by Drew Hayden Taylor, exploring the perspective of Aboriginal youth which toured across Canada, and **The Buncha' Young Artists Festivals** 2000 and 2002 which premiered 8 new emerging playwrights and their work for young adults. Other notable productions include, **And by the Way Miss...** by the interdisciplinary collective URGE for girls between 12 and 14 years old, **Beneath the Banyan Tree** by Emil Sher, which explored the immigration experience of a South Asian child, **Sanctuary Song**, an opera by Marjorie Chan and Abigail Richardson and **Binti's Journey** adapted by Marcia Johnson from the novel **The Heaven Shop** by Deborah Ellis addressing the impact of HIV/AIDS in Africa.

In 2011, Theatre Direct initiated research, development and creation projects for children in their early years in an effort to encourage a greater focus on arts provision in pre-school years. In addition to extensive drama and storytelling residencies in kindergarten classes across the City, Theatre Direct created **Old Man and the River** a production especially for 3 -6 year olds and launched the first biennial international children's festival dedicated to early years with the **WeeFestival of Theatre and Culture for Early Years** in 2014 and 2016 with the next edition in 2018.

MISSION

- To commission, develop, produce and present theatre for, by, and with, young people that empowers, educates and inspires.
- To explore challenging ideas and subject matter relevant to young people, honestly, directly, courageously and passionately.
- To reflect and celebrate the cultural diversity of our audience through the stories we tell and the people who tell them.
- To nurture our audience's appreciation of the arts and each other through accessible community and education programs.

PHILOSOPHY

Our work is driven by a belief that young people deserve truth not diversion – that they have a right to meaningful cultural content and experiences. We view our audience as thinking, feeling, complex individuals – not a market and not future audiences, but our present audience of emerging citizens that demands relevant theatre that engages all their faculties, feelings and intellect.