

JOB POSTING
Managing Director - SummerWorks

SummerWorks is seeking a Managing Director to join our creative, collaborative team, and provide operational and strategic management for our year-round operations. This full-time role reports to the Board of Directors and is a re-shaping of our leadership model at SummerWorks with a concurrent call for applicants for both the Managing Director and Artistic Director positions as we consider our new leadership structure.

We warmly encourage and will prioritize applications from folks of equity-deserving groups, including those who identify as Indigenous, Black, People of Colour, Trans, Nonbinary, Queer, Disabled and intersections of those identities. SummerWorks will work proactively through all stages of recruitment to create a barrier free hiring process and will provide accommodations as required. To request accommodations please email HR@LeSageArts.com.

Alternative Formats for this posting:

Audio Narration of document - www.summerworks.ca

For a downloadable screen reader version of this call, visit www.summerworks.ca

- Job Posting Word Document in Black and White
- Job Posting PDF in Black and White

ROLE OVERVIEW:

SummerWorks is looking for a bold, generous, and diligent individual who can bring their organizational systems, tools, and attention to detail to our live arts organization. While we are open to folks who come from a variety of experiences, at the forefront we are looking for someone who has strong administrative, financial management, and proposal writing skills; understands revenue generation; and thrives in a space where systems are created, enacted, and tweaked, as initiatives and activities of the organization continue to shift and grow.

RESPONSIBILITIES

PLANNING & OPERATIONS

- Oversee the day-to-day operations of the organization, with a strong focus on financial management and fundraising operations;
- Oversee the general administration of office operations, database management and general stakeholder communication;
- Develop and manage the organization's critical path and project timelines;

- In collaboration with the Artistic Director and the Board, contributes to the organization's strategic planning process;
- Provide operational planning to deliver on the full artistic vision of SummerWorks and works for the achievement of the long and short-term goals of SummerWorks.

FINANCE & ADMINISTRATION

- Work closely with the Artistic Director and Board, leads the annual financial planning and budgeting cycle;
- Responsible for the day-to-day financial operations of the organization, including banking and petty cash; box office projections; reconciliations; and artist, venues, and other stakeholder settlements;
- Manage the annual audit process and preparation of financial statements in collaboration with the external Auditor and Bookkeeper. Ensures financial compliance in all areas of tax and charitable returns, insurance policies, and all applicable financial reporting requirements;
- Manage the Board meeting schedule; attend and minute Board meetings as required; maintain Board documents. Perform such other activities as may be requested by the Board from time to time.

FUNDRAISING & DEVELOPMENT

- With the Artistic Director and Board, develops and administers the organization's fundraising and development strategy, including private & public fundraising, sponsorship and grant applications. Project manages the annual fundraising cycle including sourcing revenue generating opportunities, proposal development, and donor relationship management;
- Oversee reporting and recognition to all funders, corporate sponsors, and donors including writing of proposals and reports;
- In collaboration with the Artistic Director, manage ongoing relationships with all government, foundation, corporate, and private funders.

PEOPLE SYSTEMS AND ORGANIZATIONAL CULTURE

- Responsible for the overall day-to-day HR function and the development of employment policies and practices, with input as appropriate from the Artistic Director and Board;
- Manage and create all contracts for all staff, artists, partners and venues;
- Ensure that any relationship building with those that belong to different cultural groups is done with responsiveness, respect and reciprocity of care. Ability to advise other staff members on how to engage these relationships, as required.

The Managing Director will work closely with the Artistic Director to determine additional responsibilities and/or update the scope of duties for the leadership team positions.

WHAT THE IDEAL CANDIDATE WILL BRING TO THE ROLE

Experience, Qualifications & Attributes

We are looking for an administrator and/or producer with at least 3-5 years of related professional experience and skills that align to this profile:

- Have practical experience in operational and theatre business management or applicable transferable experience. Experience in producing live theatre is considered a strong asset;
- Strong strategic perspective, detail-oriented, able to meet deadlines, handle concurrent projects, with a strong track record of fulfilling commitments and meeting deadlines;
- Strong financial management skills (including budgeting development, tracking, financial statements and reporting);
- Proven ability to create and implement earned and contributed resource strategies, including sales revenue targeting, grant writing/reporting, sponsorship proposals, foundation applications, etc;
- Ability to communicate compellingly both in written and oral presentations - from public presentations, board reporting, reports to funders, in proposal and grant applications and acting as spokesperson to the company when needed;
- Strong people management skills, with ability to deal with a wide variety of stakeholders and situations;
- Commitment to apply knowledge of laws, regulations and ethical principles relevant to leading a not-for-profit entity;
- A strong commitment to holistically connecting commitments to EDIA throughout organizational practices and leading by example.

COMPENSATION INFO

The salary range for this position is \$60,000 - \$70,000 per annum, commensurate with experience. A base benefits package is provided by RWAM Insurance Administrators Inc. with the premiums paid for by SummerWorks. A relocation fee may be made available to a candidate living within Canada. You must be eligible to work in Canada to apply.

COVID POLICIES AND PROTOCOLS

All SummerWorks staff, artists, volunteers, and contractors will be required to follow the organization's COVID policies and procedures. Amendments will be implemented as needed in response to changing circumstances and Public Health guidelines. Key parts of these policies include:

- Work Location – due to COVID-19, the SummerWorks team has been working in varying modes of hybrid online/in-person models as conditions allow.
- Vaccination policy – as a condition of employment, new employees will need to provide proof of full vaccination as defined by local Public Health no later than three weeks prior to starting work.
- For any in-person meetings or events, protocols including social distancing and masking are in place.

Application Process

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Qualified applicants can go to this portal - <https://forms.gle/xSEyyooUkyq6b46TA> - and submit an application no later than Friday, September 16, 2022 at 5:00 pm ET. The link to the Portal takes you to a Google form with preliminary questions in lieu of a cover letter and an opportunity to submit a CV in PDF format.

For more detailed information on SummerWorks, please visit www.summerworks.ca. SummerWorks has engaged LeSage Arts Management to support the recruitment process for this role. For any questions, please contact us at HR@LeSageArts.com.