

Job Title:	General Manager
Title of Lead Collaborator:	Artistic Director
<p>Summary/Purpose of Position: The General Manager supports BTT’s operations by collaborating closely with the Artistic Director [AD] to develop annual operating budgets, to grow fundraising partnerships and industry relationships, by managing financials, operations and productions, human resources, as well as supervising administration and marketing, along with growing a staff team culture that supports a cooperative and productive work environment. The General Manager will ensure smooth day-to-day operations, while providing leadership/accountability in the areas of Production, Human Resources, Finance, Marketing, and Development. This is a contract position for 52 hours/month, reporting to the AD, supporting productions and events in collaboration with BTT staff, plus personal artistic development.</p>	
RESPONSIBILITIES (8 Priorities)	
<p>Planning & Production Management</p> <ol style="list-style-type: none"> 1. Scheduling - In consultation with AD and Artistic Associate [AA], develop production calendars and project plans to advance BTT’s mission, along with organizing regular administrative staff meetings. 2. Manage the successful coordination and delivery of all productions, events, and programming initiatives to ensure all activities happen on time and on budget, in cooperation with AD, and facilitate production meetings as liaison between administrative staff, production contractors, Front of House and Box Office 3. Contracting - Oversee hiring and contracting of production contractors, in consultation with AD, by developing, negotiating, and executing all contracts in areas relating to production, partnerships, presentations, and venue rentals. <p>Financial Management</p> <ol style="list-style-type: none"> 4. In collaboration with AD, develop all production and annual operating budgets for Board approval as a key planning and management tool. 5. Manage and monitor operating budget and reconciliation of production budgets to ensure prudent spending, allocation, and actuals track to expectations, providing overall cash flow management, along with bimonthly financial reports for the Board, and year-end reports to satisfy government and funders, in consultation with AD and Board Treasurer. 6. Execute bookkeeping duties with specific responsibilities to be determined. <p>Development</p> <ol style="list-style-type: none"> 7. In collaboration with AD, develop and execute annual fundraising and sponsorship campaigns, including identifying, soliciting and stewarding viable donors, sponsors, grant-makers, and partners; ensuring that all grant applications, sponsorship proposals, interim reports and final reports are submitted on time. <p>Human Resource Management</p> <ol style="list-style-type: none"> 8. Lead the day to day supervision and managerial support of administrative staff team. <p>When time permits, secondary duties may include:</p> <ul style="list-style-type: none"> • Attend first readings, technical dress rehearsals, openings, and fundraising events whenever possible. • Build relationships and be able to speak knowledgeably about all aspects of BTT's work, vision, mission, values and mandate. • In consultation with AD & AA, manage current policies and procedures, and lead reviews of processes and develop improvements, staying connected to good practices in the industry. • Oversee risk assessment and manage insurance for the BTT. • Oversee the organization and execution of fundraising events, in consultation with BTT staff and Board. 	

- Collaborate w/ AD & AA to plan and facilitate annual retreats or special celebrations.
- Participate in recruitment, selection, orientation, and ongoing assessment of staff members.
- Facilitate onboarding to new staff and regular training measures for existing employees.

General Manager Information

This position requires someone with excellent written and verbal communication skills; someone with the ability to connect with people to communicate and advocate for the company. A high level of organization with good time-management skills, flexibility and self-motivation is critical, along with effective critical-thinking and problem-solving skills allowing them to develop and improve processes and procedures. Proven skills and previous experience are essential in managing staff, fundraising and acquiring grants, IT processes, production management, understanding of current theatre production, technical practices, marketing, and budgeting for both single productions and annual operations. Passion for bold, original theatre that meaningfully explores the spiritual aspects of human experience, resonance with BTT’s mission, vision, values and mandate, and an in-depth knowledge of the multi-disciplinary performing arts sector are preferred.

ACCOUNTABILITIES

Outcomes/Results

- Production contractors and grant-makers have an effective initial point of contact;
- Productions, events, and assigned projects are successfully managed;
- Revenue targets are met for annual operations and productions are kept within approved budgets;
- Donor database, sponsorship and grant application materials are up-to-date;
- Production management and development procedures are improved and documented;
- Strong connections & relationships with contracted artists, current & potential supporters.

Standards to Follow

- Timely, organized and professional, while cultivating a hospitable and collaborative presence;
- Confidential treatment of all information and materials;
- Collaboration as required to complete assignments;
- Prompt communication of issues of importance or concern to lead collaborator;
- Setting priorities for own work and meeting deadlines;
- Complies with all relevant legislation, regulations, policies and procedures, including BTT’s [Respectful Workplace Policy](#) and [Formal Harassment Complaint Form](#), the CAEA/PACT [Not In Our Space](#) respectful workplace program; and the [Canadian Code of Conduct for the Performing Arts](#);
- Active participation as an engaged and supportive member of the Burnt Thicket team.

EDUCATION & EXPERIENCE

The position requires minimum two years of post-secondary education as well as a minimum 4 years of relevant experience. Previous experience in administrative management and development is required, preferably in theatre or creative industries. Proficiency in software applications such as Word, Excel, CRM database (CiviCRM or similar), ClickUp or similar, Quickbooks, and Google Docs are essential. An understanding of current production and technical practices within theatre is beneficial, including sound, lighting, projection and set construction. Understanding of CADAC, Equity D.O.T. policy, PACT/ADC agreements, Occupational Safety and Health Act (OSHA), WHMIS and Employment Standards Act (ESA) is beneficial. Proven experience in budgeting and financial management is a must, along with writing successful sponsorship proposals and applications to grant-makers. Training and mentorship by AD and others will be provided as needed, including access to online webinars. A valid SK driver’s license, full vaccination against COVID-19 and a sense of humour are definite assets.

JOB SCOPE (SKILLS AND RESPONSIBILITY)
<p>Plans and prioritizes own workflow to complete a range of assignments and self-generated projects. Undertakes a combination of routine and special duties, working within established standards. Communicates with others to exchange information and to connect and collaborate in a supportive way. Listens well, receiving information and training effectively. Deals with problems specific to the job, applying or adapting guidelines and procedures to solve them. Handles confidential information appropriately.</p>
EFFORT
<p>While some tasks are repetitive and ongoing, there are cycles of low and peak periods during production schedules. During production periods, high volume and time sensitive workload can be expected, requiring a capacity to work under pressure to firm timelines. While much of the duties will take place in an office environment, working in the community, meeting with suppliers and supporters will be expected.</p>
WORKING CONDITIONS
<p>The associate will provide their own office space and equipment. General administrative duties will be completed in this space. Some meeting in the community with suppliers, donors, volunteers and the AD will be expected. During production schedules, the associate may be required to be present at the production facility or other venues.</p>
TERMS & CONDITIONS
<p>52 hours per month contract through June 30, 2023, with potential for renewal for following year.</p> <p>Hourly rate: \$20.50/hr; paid by e-transfer; contracted as a self-employed contractor; the associate will submit monthly invoices for actual time spent, up to 52 hours per month, (including 2 hours per month of personal artistic development or self-directed creative work).</p> <p>There will be a first three months' probation period. Full terms and conditions will be discussed with those candidates invited to interview and confirmed with the successful applicant in their contract.</p>