

Western Canada Theatre (WCT) is seeking a new Executive Managing Director. The successful candidate will be an exceptional leader and administrator, who will collaborate with the creative, administrative, and production teams of Western Canada Theatre to continue the exceptional legacy of this unique and dynamic organization, and to partner with the Artistic Director to create and implement a bold vision for the company's future success.

ABOUT WESTERN CANADA THEATRE

Since 1975, Western Canada Theatre has been producing innovative, entertaining, and educational theatre for audiences in Kamloops, throughout the British Columbia southern interior, and across Canada. Over the last 40 years we have grown into one of the largest producing theatres in BC, and have had a remarkable impact on the national theatre landscape: producing premieres of important new Canadian work, training some of Canada's finest theatre professionals, and showcasing our work and our artists across the country through touring and co-productions. In our 5-play main stage and 2-play second stage season and TYA/family series, WCT produces vibrant professional theatre of the highest artistic caliber that takes creative risks and constantly investigates and innovates the theatrical form. WCT also operates the Stage One Theatre School and provides management services for the Sagebrush and Pavilion Theatres, as well as Kamloops Live! Box Office. WCT's mission includes representing the cultural mosaic we live in, including the First Nations of this region, and contributing to the development of our artists and audience.

Annual operating budget: \$2.3 million

Number of Staff: 18 full time; 20 part time

Number of volunteers: 180

RESPONSIBILITIES OF EXECUTIVE MANAGING DIRECTOR

Reporting directly to WCT's Board of Directors, the Executive Managing Director has a broad range of responsibilities. The Executive Managing Director has primary responsibility for the following:

- Development and execution of the organization's strategic plan, implementing the long-term vision;
- Oversight of organizational finances, business development, facility management, and Kamloops Live! Box Office;
- Management of major grants, including writing, submitting, monitoring, and reporting outcomes in accordance with established requirements;
- Management of human resources, including maintaining a climate that attracts, keeps, and motivates a diverse staff of top quality people;
- Working with the Board of Directors and WCT staff to develop and implement policies and procedures to mitigate risk;
- Creation and execution of and compliance with WCT's contractual agreements and obligations (e.g., CTA, ADC, PGC, co-productions); and
- Maintenance of WCT's established administrative standards.

As co-CEO of the organization, the Executive Managing Director has co-managerial responsibilities with the Executive Artistic Director for the following:

- Reporting to the Board;
- Preparing annual budgets for approval of the Board;
- Implementation and oversight of approved budgets;

- Communication with funding bodies;
- Leading the WCT team;
- Creating an open, collaborative and productive environment for staff, artists and volunteers;
- Fund development, sponsorship, and donor relations;
- Facilities and Kamloops Live! Box Office;
- Marketing and publicity, including raising the profile of WCT on the national and international stage;
- Representing WCT in and interacting with the community of Kamloops and region, generally, and the theatre community of the region, in particular;
- Participating in and advising national, provincial and regional committees and organizations; and
- Ensuring WCT represents and is accessible to the broad and diverse community.

Education, Experience & Competencies:

- University degree in a related field or equivalent experience;
- Minimum three years' experience managing a complex theatre environment with a reputation for quality and excellence
- Ability to gain the respect and support of various constituencies
- Demonstrated success in securing operational funding from government sources;
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines
- Ability to work well under pressure and apply creative problem-solving techniques;
- Excellent verbal communication, interpersonal, and relationship-building skills to effectively work with a variety of people and personalities, including board, staff, volunteers, artists, media and government representatives;
- Ability to communicate clearly in person and in writing; cross-cultural and intercultural experience is an asset.

CONSIDERATIONS

Application deadline: February 2, 2018
 Start date: mid-late March 2018
 Salary Range: \$60,000 – \$75,000 per annum, commensurate with experience. WCT offers a comprehensive health benefits package.
 About WCT: www.wctlive.ca
 About Kamloops: www.kamloops.ca; www.tourismkamloops.com

To apply, please send resume and cover letter to:

Tim Rodgers
 WCT Selection Committee
 Electronically submitted applications only: timsoffice@shawcable.com

We thank all who express interest in this position; only those selected for an interview will be contacted.