

canadianstage

Matthew Jocelyn, Artistic & General Director

POSITION TITLE: Interim Manager, Executive Office (Maternity Leave Cover)
STATUS: Full-time, one year contract
START DATE: March, 2018

THE POSITION

Canadian Stage, one of Canada's leading professional non-profit theatres, is searching for an outgoing, analytic, highly organized, team-oriented individual for the position of Interim Manager, Executive Office for a one year contract position starting in March, 2018. This position reports directly to the Artistic & General Director and works very closely with the Managing Director and Board of Directors (collectively, the Executive Office). The Interim Manager, Executive Office provides senior administrative and project coordination support of a highly confidential nature to the Executive Office and Management Teams as well as oversees various office management duties.

KEY RESPONSIBILITIES

Senior Executive Support

- Provide senior-level administrative support to the Artistic & General Director and the Managing Director through the facilitation of communication on their behalf
- Manage the coordination and prioritization of the Artistic & General Director's schedule and commitments
- Organize travel arrangements including flights, accommodations, engagements, and detailed itineraries
- Write, collect, print and prepare material as required in advance of meetings
- Reconcile cash and credit purchases made by the Artistic & General Director
- Ensure the organization of the Executive Office with respect to files and resource materials, including maintaining physical and electronic records
- Communicate professionally with members of the artistic community
- Act as liaison between the Executive Office and staff to ensure appropriate coordination and follow-up on day-to-day issues
- Organize and maintain records and files, including contracts, legal documents, and strategic planning documents
- Organize and prepare company and directors' meetings as required (in-person planning, conference calls)
- Other duties as required

Administrative Support to the Board of Directors and Board Committees

- Provide senior-level administrative support to the Board of Directors through the preparation and distribution of meeting notices, agendas, minutes, and materials. Serve as the Recording

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Secretary to the Board of Directors, Executive Committee, and all other Board and ad hoc committees

- Serve as primary point of contact for Board Members for all company matters
- Coordinate all logistics for Board meetings, including booking space and ensuring quorum
- Coordinate the preparation of the Board Binder annually, ensuring appropriate updates as documents are changed
- Maintain up-to-date contact information and Board files
- Coordinate contact with prospective Board members as part of the nominations process and organize orientation sessions for new Board members
- Maintain company by-laws and all archival information
- Coordinate projects for and relating to the Board of Directors
- Other duties as required

Office Management

- Serve as main point of contact for the IT company; manage priorities for onsite IT visits; coordinate IT-related projects
- Manage the posting of all available positions in the company; format all postings; keep records of company job postings and job descriptions; maintain updated company job descriptions
- Maintain, update and distribute Employee Handbook
- Maintain, update and distribute Business Continuity Plan
- Manage company insurance policy; maintain updated information with insurance company and act as main point of contact for any claims issues
- Maintain and update the company organizational chart and ensure staff listing is accurate on company website and printed materials
- Organize contracts with suppliers and the maintenance of office supplies
- Coordinate company vehicle leases and maintenance
- Record and approve monthly the printer and conference call activity
- Other duties as required

QUALIFICATIONS

The successful candidate will have:

- Post-Secondary degree in arts administration or equivalent combination of education and professional experience
- Administrative experience with Boards of Directors and Committees of the Board
- Demonstrated experience recording accurate minutes of meetings
- Experience with high level travel planning and international logistics preferred
- Excellent grammar, writing, and communication skills
- A capacity for absolute discretion with confidential matters
- Strong computer skills with demonstrated proficiency in Word, Excel, PowerPoint, MS Outlook
- Experience managing an IT company and IT-related projects considered an asset

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- Ability to take initiative to manage work flow and priorities
- Ability to work independently and in a group, meet deadlines, and multi-task under pressure in a fast-paced environment as a dynamic and supportive team member
- Strong interpersonal skills, integrity, high energy, creativity, a collaborative spirit, and the cultural sensitivity needed to work effectively in a diverse environment of artists, producers, creative and management teams
- Superb organizational skills with the ability to work on multiple projects with tight deadlines
- Knowledge of additional languages considered an asset

APPLICATION PROCESS

Please apply with a Letter of Interest (including salary expectations) and resume by email to Gianna Ceci, Manager, Executive Office, at gceci@canadianstage.com by Wednesday, January 31, 2018. Please note "CS18 Interim Manager, Executive Office" as the subject line.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted. All applications are considered confidential.

Canadian Stage welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

COMPANY OVERVIEW

Founded in 1987, Canadian Stage is one of the country's leading not-for-profit contemporary theatre companies, with the 2017.18 season marking the organization's 30th season. Led by Artistic & General Director Matthew Jocelyn, Canadian Stage produces and showcases innovative theatre from Canada and around the world, allowing its audience to encounter daring work guided by a strong directorial vision and a 21st-century aesthetic. The company prides itself on presenting multidisciplinary pieces and work in translation that pushes the boundaries of form and style. Canadian Stage reinforces the presence of Canadian art and artists within an international context through work that mirrors the cultural diversity of Toronto. The company stages an annual season of work at three major venues (the Bluma Appel Theatre, the Berkeley Street Theatre and the High Park Amphitheatre) and runs a series of artist development and education initiatives, as well as youth and community outreach programs. For more information, visit www.canadianstage.com.