

## **JOB POSTING – MANAGING DIRECTOR**

<b>Date Posted:</b>	Nov. 18, 2022
<b>Application Deadline:</b>	Dec. 9, 2022
<b>Start Date:</b>	January 4, 2023 (negotiable, within reason)
<b>Salary:</b>	Starting at \$65k, commensurate with experience
<b>Job location:</b>	Antigonish, Nova Scotia
<b>Benefits:</b>	Health, pension plan, flex time, four-weeks vacation
<b>Job Type:</b>	Full-time

Festival Antigonish Summer Theatre was founded in 1987 and has established an inspiring legacy as a premier summer theatre company in Atlantic Canada. With a history that spans three decades; a patron base that includes thousands of Nova Scotians as well as regional, national, and international tourists; an acclaimed reputation as a local economic and cultural anchor; and an artistic commitment to excellence, we are proud of our successes and we are committed to growth. Each summer, we bring together the best artists from across Nova Scotia and beyond to create an award-winning Main Stage series, a Family Stage show, and other innovative artistic presentations, including large-scale outdoor productions.

Festival Antigonish staff also manage Theatre Antigonish, a unique blend of student and community theatre that operates under the guidance of professional arts workers. We serve an intergenerational, rural community and provide opportunities for direct participation in the creation of theatre, while bringing a thoughtful variety of productions to our local audiences. We provide arts mentorship to our community through educational opportunities for pre-professionals, and for personal growth. Established and emerging artists collaborate with community members in all aspects of production, ensuring that the community is front and centre. We cultivate transformative change through theatre and collaboration, and foster the love of theatre.

We are housed in the intimate Bauer Theatre on the campus of St. Francis Xavier University in Antigonish, NS. We are strongly rooted in our community, who have built and supported this company since its inception.

*Our theatre is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq Wəlastəkwiyik (Maliseet), and Passamaquoddy Peoples first signed with the British Crown in 1726. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wəlastəkwiyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations. We are grateful to live and work in these beautiful lands.*

## **JOB DESCRIPTION**

The Managing Director is a key part of our two-person leadership team and has complete responsibility for the day-to-day and financial operations of Festival Antigonish Summer Theatre and Theatre Antigonish. They set goals, in conjunction with the Artistic Director, for long and short-term priorities, while implementing the current Strategic Plan. They are responsible for providing operational leadership to the team, maintaining positive stakeholder relationships and ensuring the long-term sustainability of FAST and TA.

The Managing Director will work to uphold and strengthen our vision: *“Festival Antigonish is the theatrical heart of our region. We forge creative pathways that strengthen community, inspire compassion, and spark positive change through professional, live performing arts.”*

## **RELATIONSHIPS**

- Accountable to and draws authority from the Board of Directors of Festival Antigonish
- Provides services to Theatre Antigonish, as per agreement
- Collaborates closely with the Artistic Director
- Provides administrative leadership to all staff members
- Directly supervises Office & Marketing Coordinator, and supports Front-of-House team

## **RESPONSIBILITIES INCLUDE:**

### **FUNDRAISING, DEVELOPMENT, AND SPONSORS**

- Develop and administer fundraising strategies and donor relations programs, in conjunction with Board
- Actively pursue new opportunities for support from private sector and foundations
- Support growth of the Festival Antigonish Foundation endowment

### **FINANCIAL MANAGEMENT**

- Prepare and monitor the general operating budgets in conjunction with the Artistic Director and Production Manager
- Prepare annual year-end reports for the auditors
- Review and authorize spending and deposits

### **HUMAN RESOURCES**

- Negotiate and prepare all staff and artist contracts, (except for Artistic Director) and liaise with Canadian Actors Equity Association and Associated Designers of Canada
- Hire box office and front-of-house staff and ensure training and support
- Identify and resolve any employee relations and staff or volunteer issues

#### GOVERNMENT LIAISON

- Prepare government grant applications, in conjunction with the Artistic Director
- Advocate on behalf of the theatre at all levels of government
- Prepare all interim and final reports, and maintain positive relations

#### MARKETING AND AUDIENCE DEVELOPMENT

- Develop and implement marketing strategies to increase ticket sales
- Supervise creation and distribution of print material and digital content, with input from Artistic Director
- Supervise and manage social media and website content
- Write and distribute press releases, maintain database of relevant media, and arrange media interviews

#### BOARD RELATIONS

- Notify the Board of meetings, prepare and distribute agenda and other materials
- Participate in monthly Board Meetings for FAST and TA

#### ADVOCACY AND COMMUNITY

- Foster and encourage the continued growth and development of theatre for the community, promoting both companies locally and provincially, and to the larger theatre sector
- Advocate for and represent FAST and TA with local, provincial and national service organizations and other outside groups
- Liaise with StFX university staff and faculty

This is not a comprehensive list of tasks, and other duties may be required, within the scope of the Managing Director role.

#### DESIRED SKILLS AND QUALIFICATIONS

- Minimum of five years' management experience in a mid to senior level position (preferably, but not necessarily, in the cultural sector)
- Sound understanding of budgets, financial management, and contracts
- Practical knowledge of marketing strategies including content creation, social media, digital marketing, and media relations
- Experience in managing stakeholder relations with diplomacy and diligence
- Track record of success in fundraising
- Successful history with grant applications, reports, and project management
- Excellent written and verbal communication skills
- Ability to build and lead a team with compassion, confidence, professionalism, and trust

- A passionate interest in arts and culture, particularly in theatre, and an understanding of the pandemic-related operating environment
- Ability to prioritize a complex workload with excellent organizational and administrative skills
- Comfortable with current and emerging technology
- Undergraduate degree in Business, Arts, Theatre, or related field
- Progressive, positive and forward-thinking attitude

**TO APPLY:**

Send cover letter and résumé to: [careers@festivalantigonish.ca](mailto:careers@festivalantigonish.ca).  
Please use the subject line “Managing Director”.

All applications will be held in confidence, and only those selected for an interview will be contacted. The deadline to apply is December 9<sup>th</sup>.

**Festival Antigonish is an equal opportunity employer. Inclusion is a priority in every aspect of our work - from our leadership, to our artistic vision, to hiring, to community engagement. We believe that diversity creates a more vibrant and innovative community. We welcome diverse cultural, gender, racial, and sexual identities, we embrace diverse abilities, and we encourage people from all backgrounds to apply. We strongly encourage applications from BIPOC, LGBTQ+, and other communities facing systemic marginalization, and welcome members of those communities to self-identify as they feel comfortable.**

*We are committed to a safe and healthy workplace. As of this time, all staff and artists working in the company are required to be fully vaccinated against COVID-19.*