

## **Call for Applications: EXECUTIVE DIRECTOR**

Playwrights Guild of Canada is a national arts service organization, serving over 900 creators for the stage. PGC offers over twenty-five programs that promote and protect playwrights. Through this work, we provide many opportunities for the public to access, explore, and enjoy the work of playwrights. In 2018, the PGC also launched the Canadian Play Outlet to increase access to published plays by Canadian playwrights.

Reporting to the Board of Directors, the Executive Director will be a strong advocate for Canadian playwrights providing consistent, competent and innovative leadership. The ED will be responsible for implementing the goals and priorities of the PGC. The Executive Director oversees all operations of the organization and is responsible for maintaining the financial health of the PGC.

This is a permanent full-time position with a salary range of \$65,000 to \$75,000 commensurate with experience and includes a benefits package. The PGC office is in Toronto, traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. As the PGC is a national organization we encourage applicants from across Canada to apply and, with the ongoing pandemic, we will work out a safe plan for when the successful applicant relocates to Toronto.

### **Duties & Responsibilities:**

#### **Advocacy & Membership**

- Advocate for Canadian playwrights, specifically, and the performing arts in general to the public, government, private sectors both in Canada and abroad.
- Oversee the facilitation of the Contracts Committee's negotiations with the Professional Association of Canadian Theatres.
- Negotiate performance fees, issue contracts and collect and distribute royalties for member plays performed in the amateur/community theatre community.
- Work with the Contracts Manager to provide contract guidance to members.
- Facilitate, with the Vice President, the meetings of the National Forum.
- Encourage membership in the organization and oversee communications.

#### **Operational**

- Ensure PGC is providing learning opportunities for playwrights to enhance the craft and creation of quality theatre art.
- Hiring and managing staff in such a way that the goals and priorities of PGC are enhanced.
- Overseeing the management of the annual Tom Hendry Awards, PGC's reading series, RRSP Program, and operation of the Canadian Play Outlet.

#### **Financial/Administrative**

- Maintain effective communication with the Board, providing quarterly financial and programming updates. This includes working with the Board on the AGM, and Nominating and Finance committees

- Create a balanced, achievable annual budget with the counsel of the BOD's Treasurer and for the approval of the BOD. Implement annual budget with appropriate controls and reporting strategies leading to an annual audited statement.
- Prepare grant applications to appropriate agencies and oversee all fundraising activities.

The above is not an exhaustive list of duties and the successful applicant will be expected to perform different tasks as necessitated by the Executive Director's changing role within the organization and the overall business objectives of the organization.

**Deadline to apply: October 30, 2020**

**To apply: please email a cover letter, make sure to note your relationship to playwrights, and PGC, along with CV to [hire@playwrightsguild.ca](mailto:hire@playwrightsguild.ca)**

PGC is an equal-opportunity employer, committed to reflecting our country's diversity. We strongly encourage candidates of all backgrounds to apply.

PGC welcomes and encourages applications from people with disabilities.

Interviews will take place via phone or internet - in no way do we wish to compromise health and safety of applicants at this time. We will do everything possible to accommodate the needs of candidates, to remove barriers to applying.

We thank applicants for their interest, however only those advancing in the process will be contacted.

The posting can also be viewed on PGC's website:

<https://playwrightsguild.ca/opportunities/employment-opportunity-executive-director-2/>