

General description

Trickster Theatre seeks a full-time General Manager for the overall administrative and sales components of the company. Reporting to the Executive Director and working with the Production Co-ordinator, the General Manager is a key member of the management team.

Hours and Compensation

This is a full time salaried position. \$65,000- \$85,000 per year depending on experience. 3 weeks paid holidays per year.

Timeline: Position is open until filled.

The Organization

Established in 1980, Trickster Theatre is a physical theatre based company that works in schools. We are one of the largest TYA companies in Canada. We create approximately 50 shows per year in schools, each one with a cast of between 100 - 600 performers. Each of the shows is created in a week-long residency, working with grades K-12. We work all over Alberta and approx. 20% of our work is in First Nations or Metis communities. In these residencies we create an original show based on themes chosen by the schools. There are no restrictions on the theme content, although projects on diversity, what we learn from the land, belonging, local history, innovation, science, math and global issues are common.

In the past 35 years, Trickster has led more than 1500 residencies and more than 350,000 Albertans have spent a week of their time creating original theatre with Trickster. We give voice to communities.

Our artist team is approximately 30 artists - on project-by-project contracts.

We also have 2 smaller day programs that teach storytelling and science through Theatre.

Responsibilities

In collaboration with the Production Coordinator, the successful candidate will be primarily responsible for managing the administrative side of the company. The position will report to the Creative and Executive Director.

Marketing and Promotion

- Manage the Trickster Theatre website and social media activities.
- Manage residency program sales, including the booking of 50-60 residencies per year
- Guide teachers through the Alberta Foundation for the Arts Artists in Residence grant applications.
- Manage the sales and bookings for the day long programs.
- Manage mailouts and teachers convention sales events

Financial Management

- Manage budgets for grant reporting purposes

- Prepare, monitor and revise the operating budget in conjunction with Technical Coordinator and Executive Director.
- Manage visa receipts and prepare items for the accountant

Human Resource Management

- Create job postings.
- Screen and assist in hiring casual non-artistic staff and student interns.
- Create, negotiate and maintain contracts with artistic and non-artistic staff.
- Oversee non-artistic staff hours.
- Supervise non-artistic staff work.
- make sure that all artists have up to date police reports

Development

- Organize AGLC casinos including applying for casino license, filling out and submitting required applications, recruiting and scheduling volunteers, end of casino reporting and ensuring volunteers are thanked appropriately.
- Assist the Executive Director with grant applications and reports and ensure applications and reports are submitted in a timely fashion.

Statistical Analysis

- Collect statistical information for CADAC, AFA, CADA and grant activity reports.

Tour Management

- Book space as required for artistic activities such as auditions, rehearsals and performance.
- Assist where required with arranging of billeting, meals, transportation, and

documentation associated with our company travel.

- Communicate with and liaise with schools regarding residences before and after residences.
- Update and maintain Salesforce database and Google Drive file structure.

General Office Duties

- Manage office correspondences.
- Manage office infrastructure
- Oversee purchasing of office supplies and equipment.
- Attend board meetings as required.
- Represent the company in the community at events and performances.
- Other duties as reasonably required.
- Manage insurance, licencing and compliance needs

Note: you will be able to hire a half-time admin assistant to help with all work duties

Qualifications

The ideal candidate will have:

- A minimum of 5 years management experience.
- A strong history of managing multiple projects at the same time
- Experience working with the Canadian Arts funding Ecosystem.
 - Have knowledge of theatre production and/or the professional performing arts touring scene
 - Proven leadership capability.
 - A successful track record in fiscal management.
 - Be self-motivated, take initiative and be a strong team player, but be able to work autonomously.
 - Have lots of experience in marketing and sales
 - Have computer skills including: Google Suite, Salesforce
- Have skill and experience in managing websites (wordpress) and social media platforms, database systems experience, and computerized accounting skills.
- Strong interpersonal communication (oral and written) skills are essential.
- The General Manager will be expected to work some flexible hours

Other Things We're looking for:

- We are looking for a Can-do person, an achiever, a get it done attitude.

- Our work is very creative and we need a person to anchor it administratively, so we are looking for a person who is fantastically organized
- It's important that you enjoy working with kids, parents and teachers
- The ability to speak other languages is an asset, but not a requirement. We do shows most years in English, French, Spanish, Mandarin and Cree.

The Work Environment

Our office is open concept. Some work can be done from home depending on the time of the year and the related work cycles.

We like to have fun. We started out 40 years ago as a clown company.

How to Apply

Trickster Theatre is an equal opportunity employer and all interested candidates are invited to apply for this position. Only those applicants considered for the position will be contacted.

Please send a current CV, and cover letter detailing your interest in working with Trickster Theatre and three professional references to: hire@trickstertheatre.com (with subject line: GM position application)