

## **Managing Director**

### **W.P. Puppet Theatre Society**

**Work Arrangement:** Remote

**Job Type:** Part-time (30 hours per week)

**Pay:** \$45,000 - \$50,000 per year

**Application Deadline:** November 15, 2024

**Start Date:** January 4, 2025

### **Who we are:**

Established in 1991, W.P. Puppet Theatre Society (WPTS) is a NFP charitable organization based in Calgary - Moh'kinstsis. Dedicated to using puppetry to impact positive social change, we offer diverse learning opportunities and performances for audiences of all ages, both in-person and online. Our programs inspire empathy, support expression, and foster inclusivity.

We are committed to equity in our policies, practices, and programs. We strongly encourage and welcome applications from people who identify as Indigenous, racialized, 2SLGBTQ+, living with a disability, a religious or language minority. We work hard to provide a safe, inclusive and healthy environment. We strive to create a culture where employees can voice their opinions and offer suggestions on how we can evolve.

### **The Role:**

The Managing Director will collaborate with staff and the Board to oversee strategic and operational management. Responsibilities include financial oversight, community engagement, and administrative leadership. The role requires flexibility for occasional busy periods and the ability to work from home in a BYOD (bring your own device) environment.

### **Key Responsibilities:**

- Administrative management, including correspondence and stakeholder engagement
- Financial oversight, budget development, and day-to-day financial operations
- Technology management, ensuring digital security and operational efficiency
- Leadership in diversity, equity, inclusion, and accessibility (EDIA) practices
- Community relations and networking with stakeholders and arts organizations
- Fundraising and sponsorship campaign initiation and support
- Support for marketing and communications strategies

## **Ideal Candidate:**

We are seeking a passionate individual aligned with WPTS's values, eager to innovate and enhance our impact. The ideal candidate will demonstrate entrepreneurial spirit, exceptional organizational skills, and a commitment to community engagement. Skills, knowledge, and aptitudes include:

- Interest in theatre, arts advocacy, and puppetry
- Strong communication and interpersonal skills
- Proficient in Google Suite, MS Office/Excel, and web-based tools/programs
- Experience in grant writing and fundraising
- Commitment to equity, inclusivity, and anti-racism
- Must have a valid Driver's License and access to vehicle for meeting and special events

## **How to Apply:**

Interested candidates should email [admin@wppuppet.com](mailto:admin@wppuppet.com) with the following:

- Resume or CV
- Cover letter (500 words or less)
- Writing sample (grant, press release, or business report)

## **Hiring Process:**

- We will be happy to work with applicants requesting accommodations at any stage of the hiring process.
- Successful candidates are required to complete a criminal background check including the vulnerable sector.
- Applications open: August 1st
- Applications close: November 15, 2024
- Interviews: December 2024
- Start Date: January 4, 2025

## **Why Join Us?**

Join us in making a meaningful impact through creativity and innovation in puppetry. Your expertise will contribute to our mission of fostering joy and social change for diverse audiences. Together, we will work to be the adaptive leaders that future growth needs, fostering “the ability to lead change while also building and maintaining a culture of care”. (Simon Mallet – Rosza Foundation) We look forward to your application.