

THEATRE NETWORK

JOB OPPORTUNITY

Position:	Executive Director
Terms:	Full-Time, Salaried
Reports to:	Board of Directors
Direct Reports:	Manager, Communications & Engagement; Manager, Patron Services; Bookkeeper

BACKGROUND

Theatre Network is a not-for-profit professional theatre company with a 50-year history serving Edmonton audiences. Theatre Networks produces professional contemporary theatre with an emphasis on Canadian playwrights and stories. Theatre Network owns and operates the Roxy theatre building which was rebuilt and reopened in April 2021 following the loss of the original building to a fire in 2015. The Roxy is also home to Nextfest as well as the Miller Art Gallery.

OVERVIEW

The role of the Executive Director works collaboratively and in concert with the Artistic Director. These co-leadership roles are critical to meeting both the strategic and artistic needs of the organization as well as ensuring we continue to sustainably grow. The Executive Director will work together with the Artistic Director, while still maintaining clear lines of responsibility to manage the complex operations of the company and the venue.

As the Executive Director you will inspire, motivate and lead by example. Focusing on the administrative needs of the organization, you will create administrative frameworks, policies and procedures that allow us to strategically move forward as an organization while building partnerships with diverse communities to ensure the sustainability as well as the short and long-term success of Theatre Network. Leading a diverse team, the Executive Director will coach, mentor and build a high performing team to deliver on the many initiatives and programs Theatre Network offers. In addition to bringing forward strategic opportunities and growth initiatives, this role will also lead the development of creative solutions to deliver on the mission and mandate of the organization.

Success in this role is balancing the growth and business development needs for Theatre Network, with delivery, strategy and the ongoing daily needs of the organization. You are a hands-on leader, who is not afraid to roll-up your sleeves and help wherever needed. As a small organization, there are often tasks that require you and the team to work together to achieve success, doing little and big things that may not always be explicitly outlined in your job role. Your ability to listen, provide feedback and meaningfully engage with the Artistic Director and the Board of Directors will be key to establishing solid collaborative working relationships. Many of the reporting relationships have some level of shared responsibility, for example the Director, Production & Facilities will need to work closely with you for building maintenance and operations, while also working with the Artistic Director on productions. Your ability to ensure these relationships are collaborative and constructive will be key to your success in this role.

As a strong leader your ability to foster these relationships, while providing, strong leadership and clear direction will be amongst your best attributes. You possess excellent communication skills and are comfortable working with and collaborating with the Board of Directors. As a leader you will do things different, challenge the status quo and make an impact.

KEY RESPONSIBILITIES

- Coach, mentor and provide leadership to the Theatre Network team of staff and volunteers.
- Work collaboratively with Next Fest, Miller Art Gallery, and other partner organizations to advance the mission of Theatre Network and ensure financial sustainability.
- Represent Theatre Network in the community and at various events and functions.
- Prepare the annual budget and ensure delivery of the financial targets as agreed with the Board.
- Develop revenue streams for the Theatre to offset costs of operating the Roxy building and ensure capacity to support our programming.
- Hold staff and volunteers accountable to deliver on objectives.
- Lead fundraising, including relationship building, maintenance and follow through for all individual giving, foundations, corporate sponsorships, and government funding.

CANDIDATE ATTRIBUTES

- A dynamic leader with a passion for excellence, and a demonstrated ability to inspire colleagues and stakeholders.
- A consensus builder with the ability to inspire, manage, and delegate.
- Demonstrated excellence in execution and the ability to follow through.
- Strong organizational management skills, detail-oriented, strategic, and disciplined.
- Demonstrated commitment in co-leadership; able to collaborate with the Artistic Director to support the development and execution of the organization's artistic vision and goals.
- Passionate about and dedicated to telling Canadian stories and producing Canadian professional theatre.
- Passionate about and dedicated to supporting Canadian artists and creating a safe place for creativity and exploration.
- A strong talent manager who invests in skill building, celebrates success, and is an approachable coach and mentor.

QUALIFICATIONS

- Minimum five (5) years of senior management experience in a producing theatre organization (preferred) or in the performing arts in general or multi-faceted, complex arts organization.
- In-depth knowledge and demonstrated success in budgeting, financial forecasting, and reporting.
- Experience working with municipal (Edmonton Arts Council), provincial (Alberta Foundation for the Arts) and federal (Canada Council) granting bodies, as well as with CADAC.
- Expertise in the business side of the performing arts, including venue management, producing, fund development, marketing, pricing/scaling tactics, and labour relations.
- Strong leadership, communication, and conflict resolution skills, with the ability to establish and build relationships with key stakeholders.
- Experience in theatre facilities management is an asset.
- An understanding of digital and social media as they relate to marketing and communications.
- Proven success in fundraising, including individual giving, foundations, corporate sponsorships, and government funding.
- Demonstrated experience working with and reporting to a Board of Directors.
- Alignment with Theatre Network's mission, vision, and values.
- Demonstrated understanding of and proven commitment to the values of equity, inclusion, and diversity with a track record of inclusive, strategic leadership and collaboration.

APPLICATION DETAILS

Theatre Network is committed to creating and sustaining an artist community where everyone feels valued, barriers to success are removed, and thriving connections are fostered. We welcome applications from all qualified persons. We encourage women, First Nations, Métis and Inuit persons, members of visible minority groups, persons with disabilities, persons of any sexual orientation or gender identity and expression, and all those who may contribute to the further diversification of ideas and Theatre Network to apply.

Interested and qualified applicants should submit their resume along with a cover letter expressing their interest to Jared Tabler, President and Chairman of the Board:
jared@theatrenetwork.ca

Applications will be reviewed and considered as they are received, and the posting shall remain open until a suitable candidate is found. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.

At Theatre Network, we are committed to creating an inclusive and accessible hiring process for all candidates. If you require accommodations to participate in the interview process, please let us know at the time of booking your interview and we will make every effort to accommodate your needs.

All Theatre Network employees, volunteers and artists have a responsibility to foster a workplace that prioritizes safety in all its forms—physical, cultural, and psychological. This is achieved by promoting a safe environment, adhering to all safety laws, policies and procedures, completing all required safety training, identifying hazards and implementing controls, reporting incidents, and contributing to a culture of inclusivity and respect, while endeavoring to ensure that everyone feels valued and safe to express their thoughts, perspectives and concerns.