



Job Posting - Interim Executive Director

Status: Temporary Full Time; 24 April 2023 – mid August 2023

Hours of Work: 35 hours per week, partial remote working*

Compensation: \$2,000 per week

Benefits: N/A

Driven by a passion to serve its audiences in bold and innovative ways, Gateway Theatre enriches the quality of life in Richmond and surrounding communities by creating outstanding artistic offerings and by serving as a dynamic hub for the performing arts. To achieve our organizational mission and connect with the changing population of Richmond, we employ staff with eclectic and multifaceted expertise. As a group we take risks, we empower, we go beyond, we listen. We embrace difference as something that challenges our understanding and provokes our growth. So, if you won't settle for the expected, you have found your crew.

We are currently looking for an interim leader to guide us on our charted path, keeping things steady as we formally recruit for a permanent Executive Director. Reporting to the Board of Directors, the successful candidate will demonstrate a clear connection to our values and roll up their sleeves to provide interim operations and strategic leadership and guidance.

**For the right candidate, there may be some flexibility for increased remote working and/or a fewer number of weekly hours*

Responsibilities will include:

- General
 - Work with the Board, the Director of Artistic Programs and the Director of Audience & Revenue Development to advance the organisation in alignment with the strategic priorities
 - Adopt an approach to strategic and operational initiatives that considers and manages risk
 - Advance the initiatives of the annual EDI Plan
- Financial Management
 - Monitor and control revenues and expenditures to ensure budgetary guidelines are maintained
 - Ensure the maintenance of budget controls and reporting systems
 - Work with the Finance Manager, the Director of Artistic Programs and management staff to finalise the annual operating budget for Board approval (if required)
- Human Resource Management
 - Support the functioning of staff via clear lines of authority, channels of communication and reporting mechanisms



- Oversee recruiting, contracting, training, evaluation, development and mentorship of staff
- Liaise with unions and professional associations to ensure maintenance of good contract relationships
- Fund Development & Revenue Generation
 - In conjunction with the relevant staff, oversee Gateway's private sector revenue generation streams including but not limited to ticket sales, fundraising, rentals, education programs and concessions to ensure efficacy, viability, and implementation of best practices
 - Maintain relationships and reporting accountabilities for Gateway's public sector funders
 - With the Director of Artistic Programs and Development staff, play an active role in fundraising
- Board Relations
 - Work openly and fully with the Board and its committees; respecting its opinions and directives; and put in place the administrative structures to support its functioning
 - Support Board operations through recruitment and development of Board talent
- Operations & Administration
 - Operate the theatre within the terms and conditions of the agreement between Gateway and the City of Richmond
 - Oversee the contractual, legal, administrative and financial aspects of Gateway's programs and functions
 - Implement policies and procedures as well as standards of service and performance
 - Ensure that the premises, supplies, equipment, and other physical resources are available, adequate to the task, and well administered
- Stakeholder & Public Relations
 - Be the chief staff liaison with the City of Richmond Council and City of Richmond Staff
 - With the Director of Artistic Programs, serve as the theatre's representative at all levels of government
 - Promote the image of Gateway Theatre within the general public and theatre community in conjunction with the Board and Director of Artistic Programs
 - Represent Gateway at national, provincial and municipal service organizations and other outside groups

Experience, Qualifications & Attributes:

Candidates with relevant, transferable skills who do not exactly meet the below are encouraged to apply.

- Minimum 5 years of senior leadership experience gained in an arts not-for-profit environment; theatre operations experience an asset
- Inclusive and strategic leadership, vision, collaboration and team building
- Creative self-starter who thrives in a fast-moving, innovative environment
- Outstanding stakeholder engagement and people leadership capabilities

- Passionate promoter of EDI initiatives
- Authentic and genuine written/oral communication skills
- Demonstrated track record with respect to detail orientation and accuracy
- Ability to work in a hands-on environment with limited resources
- Strong computer skills with Microsoft Office Suite

Requirements:

- Legally able to work in Canada (Canadian citizenship, permanent residency or existing open work permit)
- Proof of two doses of a Health Canada-approved COVID-19 vaccination before the first day of work
- Successful Criminal Record Check including vulnerable sector check.

Gateway Theatre strives to be an equitable and inclusive workplace. We value an open and diverse community that fosters the inclusion of many different voices. We encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or identity as an Indigenous person. We welcome self-identification in your application. Please also note any accommodations or accessibility requirements in your cover letter.

To Apply:

Please send a resume and expression of interest/cover letter outlining your suitability for the position to Administrator Johnny MacRae jmacrae@gatewaytheatre.com. **Due to the immediacy of the start date, applications will be reviewed upon receipt, so prompt application is encouraged.** We thank all applicants, but only those considered for an interview will be contacted.