

## JOB POSTING - EXECUTIVE DIRECTOR

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### ALTERNATIVE ACCESSIBILITY FORMATS FOR THIS POSTING CAN BE FOUND IN THIS FOLDER [\[LINK\]](#)

- Audio Narration of document
- Black and White Word Doc (with no graphics) for use with screen readers



# A STAGE FOR RICHMOND

Not-for-profit registered charity: #11911 8875 RR0001

## 1. SUMMARY

Organization:	Gateway Theatre
Title:	Executive Director
Reports to:	Board of Directors
Location:	Richmond, BC (Greater Vancouver Area)
Start Date:	September (negotiable)
Salary:	\$95,000 - \$110,000 range gross per annum, plus benefits
Type:	Full Time, Indefinite Duration

## 2. ABOUT THE ORGANIZATION

### ABOUT Gateway Theatre

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.

## 3. OVERVIEW OF THE ROLE

### ABOUT THIS POSITION

The Gateway Theatre's next Executive Director will have the unique opportunity to build on the successes of a mature organization while charting a new course for future possibilities. In collaboration with artistic leadership, the Executive Director will cultivate strong relationships, partnerships, and community connections in the city of Richmond and beyond.

### ROLE OVERVIEW

Reporting to the Gateway Theatre Board of Directors, Gateway's Executive Director (ED) is responsible for the overall leadership and management of the organization, leading staff and the board of directors in the key areas of A) Planning and Strategic Priorities, B) Finance & Revenue Generation, C) External Relationships and Communications, and D) Organizational Leadership.

## 4. WHAT YOU WILL DO

### RESPONSIBILITIES AND PRIORITIES:

Duties and accountabilities of the Executive Director include, but are not limited to the following areas of responsibility and priorities, as directed by Gateway Theatre's Board of Directors and in collaboration with the artistic leadership and staff:

## **A. Planning and Strategic Priorities**

- Work with the Board, the Director of Artistic Programs and the team to build on the previous strategy work and spearhead the next phase of strategic planning for the future of the Gateway.
- Adopt an approach to strategic and operational initiatives that considers and manages risk, while supporting the artistic vision and mission of the organization.
- Lead, advance, and promote initiatives and an overall organizational culture in line with the Gateway's Equity, Diversity & Inclusion Plan.

## **B. Finance & Revenue Generation**

### *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 develop and finalize the annual operating budget

### *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

## **C. External Relationships and Communications**

### *Stakeholder & Public Relations*

- Promote the image of Gateway Theatre within the general public and theatre community in conjunction with the Board and Director of Artistic Programs
- Oversee the development and implementation of marketing and communication strategies with the team
- 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, and at national, provincial and municipal service organizations and other outside groups

## **D. Organizational Leadership**

### *Human Resource Management*

- Lead and maintain a positive and effective organizational culture - 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, and oversight of collective bargaining with the team.

### *Board Relations*

- Work openly and fully with the Board and its committees; respecting its opinions and directives; and manage and maintain the administrative structures to support its functioning
- Provide support for Board operations, development opportunities, and member recruitment

### *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

## **5. WHAT THE IDEAL CANDIDATE WILL BRING TO THE ROLE**

### **Experience, Qualifications and Attributes**

Gateway Theatre is open to hearing from candidates from varying work experience and professional backgrounds, but believes that the following would be ideal areas of experience, qualifications, and background for its next Executive Director:

- 5-8 years of senior leadership experience in an arts not-for-profit environment, theatre & venue operations experience preferred
- Inclusive and strategic leadership with the ability to lead the team and stakeholders to create a compelling vision and strategic plan for Gateway Theatre's future
- Experience leading and building collaborative teams in a 'high-performance' environment
- Creative self-starter who thrives in a fast-moving, innovative environment
- Outstanding stakeholder engagement, relationship building, and community engagement skills

- Passionate promoter of EDI initiatives
- Strong financial management skills (including budgeting development, tracking, financial statements and reporting)
- Experience in earned and contributed revenue strategies, including sales revenue targeting, private and public sector grantwriting, corporate partnerships, and individual donor giving
- Strong understanding of organizational compliance and legal obligations for a non profit charitable organization
- Exceptional and authentic written/oral communication skills
- Demonstrated track record with respect to detail orientation, accuracy, and demonstrating a high level of discretion in confidential matters
- Ability to work in a hands-on environment with limited resources

**Specific eligibility 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 and adherence to current COVID protocols.
- Successful Criminal Record Check including vulnerable sector check.

## **6. COMPENSATION PACKAGE AND KEY POSITION INFORMATION**

- The salary range for this position is \$95,000 - \$110,000 gross per annum plus a package including extended benefits, pension plan, paid sick days, and vacation. This is a full time employee position. Desired start date is September 2023 (negotiable).
- A relocation fee may be made available for a candidate living within Canada.
- Location: This position is in Richmond, BC. Please note that while there is some flexibility for partial remote working, the needs of this position are to be onsite and in-person at the theatre.

## **7. HOW TO APPLY**

Gateway Theatre has formed a Search Committee including Board members, staff and community members, who along with the lead search consultant, will be involved at different stages of the process:

- Gateway Theatre Members:
  - Debbie Musil, Board Treasurer, Search Committee Chair
  - Diane Purvey, Board Chair
  - Jacqueline Ho, Board Secretary
  - Jane Fernyhough, Board Vice Chair
  - Ray Wang, Board Member
  - Barbara Tomasic, Director of Artistic Programs
  - Susan Jackson, Interim Executive Director

- External Members:
  - Camyar Chaichian, Program Manager, Community Cultural Development, City of Richmond
  - Lori Marchand, Managing Director, Indigenous Theatre, National Arts Centre
- Search led by LeSage Arts Management (Jeanne LeSage and Associates)

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 identify as an Indigenous person. We welcome self-identification in your application. Gateway will work proactively through all stages of recruitment to create a barrier-free hiring process, and will provide accommodations or accessibility requirements as needed. To request accommodations or access needs in this process, please email [HR@LeSageArts.com](mailto:HR@LeSageArts.com).

### **APPLICATION PROCESS**

Qualified applicants can go to this [PORTAL](#) and submit an application no later than **Wednesday July 26th at 5:00 pm PST**. The link to the Portal takes you to a Google form with preliminary questions in lieu of a cover letter and an opportunity to submit a CV in PDF format. This [worksheet](#) contains the questions and information you will be asked to include in the link above. In the platform above, we welcome the OPTIONAL opportunity for voluntary self-identification; for you to share with us any important identities you hold that shape your identity/experience in a way you would like known by the Search Committee.

All applications will remain confidential and will be carefully reviewed and assessed by the Search Committee.

For more detailed information on Gateway Theatre, please visit our [website](#). Gateway Theatre has engaged LeSage Arts Management to support the recruitment process for this role. We thank all for your interest and application, only those chosen for the shortlist will be contacted. For any additional questions, please contact us at [HR@LeSageArts.com](mailto:HR@LeSageArts.com).

### **LAND ACKNOWLEDGEMENT**

Gateway Theatre is situated on the traditional lands of the hən̓q̓əmi̓n̓ərn̓-speaking peoples.