



## Job Posting – General Manager

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<b>Status:</b>	Permanent Full-Time
<b>Hours of Work:</b>	35 hours/week
<b>Location:</b>	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. A relocation fee may be made available for a candidate living within Canada.
<b>Compensation:</b>	\$80,000-\$85,000 plus benefits
<b>Benefits:</b>	Extended benefits plan; pension plan; paid sick days and vacation
<b>Reports to:</b>	Executive Artistic Director
<b>Desired start date:</b>	January 2024 (negotiable)

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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, and 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.

Gateway Theatre is continuing to evolve, and we are excited to introduce the General Manager (**GM**) position to our leadership team. Reporting to the Executive Artistic Director, the GM is the glue for our theatre's day-to-day operations, administration, finance and people initiatives.

This is a diverse role that will provide the successful candidate with the opportunity to expand upon their managerial strengths, project management capabilities and passion for building internal and external communities, collaborating within a creative arts not-for-profit environment.

The General Manager is responsible for managing Gateway's day-to-day operations, providing leadership in the areas of Finance, Operations & Administration, and Human Resources.



**A STAGE FOR RICHMOND**

Registered charity: #11911 8875 RR0001

## **Responsibilities will include:**

### **Leadership**

- Provide leadership, direction and input to the Finance, Facility and Patron Services teams
- Nurture positive and mutually beneficial relationships across Gateway and with other performing arts organizations, theatre companies and within the community.

### **Financial Management**

- Lead development of the annual operating budget in collaboration with the Executive Artistic Director and Finance Manager
- Lead short and long-term financial planning in alignment with Gateway's mission, vision, values and strategic priorities in collaboration with the Artistic Executive Director and Finance Manager
- Monitor and ensure the maintenance of budget controls and reporting systems
- Work with the Executive Producer to develop program and production budgets

### **Revenue Generation**

- Oversee all public sector funding and grant applications in collaboration with the Executive Artistic Director and relevant staff
- Manage and maintain relationships and reporting accountabilities for Gateway's public sector funders
- Oversee facility management and all facility rentals in collaboration with the Facilities Manager.

### **Human Resource Management**

- Manage key HR functions including policies, recruiting, contracting, training, and evaluation of staff; partner with Finance to support payroll queries
- Lead and negotiate agreements, contract relationships and collective bargaining with unions and professional associations
- Liaise with unions and professional associations to ensure the maintenance of good contract relationships
- Collaborate with the Executive Artistic Director to advance and promote people initiatives and overall organizational culture in line with Gateway's Equity, Diversity and Inclusion Plan

### **Operations & Administration**

- Manage the contractual, legal, administrative and financial aspects of Gateway's artistic offerings and programming
- Manage the implementation of policies and procedures as well as standards of service and performance
- Oversee daily operations of the office
- Work with the Executive Artistic Director to operate the theatre within the terms and conditions of the agreement between the Richmond Gateway Theatre Society and the City of Richmond
- Oversee all matters related to patron services and front-of-house operations

### **Board Relations**

- Participate as a member of the Board's Finance Committee
- Attend all Board meetings as required

**Experience & qualifications:**

*Gateway Theatre welcomes candidates with relevant, transferable skills who do not exactly meet the specifications to apply but believes that the following would be ideal areas of experience, qualifications and background for its next General Manager:*

- 5+ years of relevant management experience in theatre or arts administration, preferably in a not-for-profit environment
- Strong financial background, knowledge and experience
- Proven track record of successfully leading the operations of an organization to financial health and artistic success, with an attention to good HR practices
- Ability to handle HR matters with confidentiality and professionalism
- Strong leadership skills and proven ability to manage, coach and mentor staff
- Exceptional oral and written communication skills
- Experience with public sector funding and grant writing
- Passionate promoter of EDI initiatives
- Experience in earned and contributed revenue strategies, including sales revenue targeting, private and public sector grant writing, corporate partnerships, and individual donor giving
- Strong understanding of organizational compliance and legal obligations for a not-for-profit charitable organization
- Demonstrated track record with respect to detail orientation, accuracy
- Ability to work in a hands-on environment with limited resources
- Computer skills, specifically Microsoft (Excel, Word, etc.)
- Experience in negotiating union agreements is considered an asset
- An understanding of theatre venue operations is considered an asset

**Requirements:**

- Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit).
- Demonstrated experience with inclusion, equity, and anti-oppression.
- 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.

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. 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 [emily@hrwest.ca](mailto:emily@hrwest.ca).

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

**To Apply:**

To submit your application, please send your resume and cover letter to Emily Lord at HR West: [emily@hrwest.ca](mailto:emily@hrwest.ca). Our posting will remain advertised until filled. For more detailed information on Gateway Theatre please visit our website.