

LIVE ART DANCE PRODUCTIONS (LAD) GENERAL MANAGER – JOB DESCRIPTION

SUMMARY OF POSITION

The General Manager is responsible for the financial integrity and smooth, day-to-day operations of Live Art Dance. This includes general office administration, budget management and financial compliance, sales and logistics for LAD productions, as well as overall coordination of marketing, communications and human resources.

The General Manager delivers transparent management practices, reports directly to the Chair, Executive and Board, and sits on the Board as an ex-officio, non-voting member. S/he carries out the strategic directions established by the Board and supports the work of Board Committees.

The General Manager works in close collaboration with the Artistic Director to ensure the wellbeing of LAD through grant applications and reporting, stakeholder relations and fundraising. This entails developing strategic alliances in the public and private sectors, and fostering strong relationships with audience members, sponsors and donors.

In the General Manager's absence, the Artistic Director assumes responsibility for ensuring that projects are carried out, and financial management becomes the responsibility of the Board.

ORGANISATIONAL PHILOSOPHY REGARDING STAFF STRUCTURE

The General Manager and Artistic Director mutually recognize and accept the need for a high level of cooperation and collaboration between the two positions. It is essential to all aspects of Live Art Dance operations and programming, particularly the logistical planning required to develop and mount upcoming seasons.

Each position demands responsibility to the other and to the Board of Directors to develop a program of activities that respects the General Manager's financial and strategic responsibilities, recognizes the Artistic Director's programming autonomy, meets the approval of the Board of Directors, and adheres to Live Art Dance Productions' Mandate and Artistic Mission.

In the event of a difference of views between the General Manager and the Artistic Director, the Board of Directors shall act as a mediator.

DUTIES AND RESPONSIBILITIES

1. GENERAL MANAGEMENT & ADMINISTRATION

- In collaboration with the Artistic Director,
 - o develop logistical, financial and administrative strategies for carrying out each year's planned activities,
 - o present the plan to the board for review and approval in September of each year,
 - o review the plan on a quarterly basis and present reports to the Executive and Board in that regard, and

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- continually evaluate the effectiveness of LAD's operations.
- Carry out strategic objectives set by Board; support and track the implementation of decisions taken during Board and Committee meetings.
- Support the Board Chair and Committee Chairs in preparing agendas and documentation for meetings. Ensure that minutes are taken and distributed.
- Maintain an orderly office environment and filing system, including archives and an up-to-date database.

2. FINANCIAL MANAGEMENT

- In cooperation with the Artistic Director, develop budgets for overall operations and programming and maintain an ongoing relationship with the treasurer of the Board in this regard.
- Control and monitor revenues and expenditures, manage payables and receivables, goods and services in kind, ensuring collection of accounts and issuance of all cheques.
- Maintain charitable status and ensure receipt distributions.
- Maintain banking procedures and signing authorities, ensuring monthly reconciliations.
- Manage payroll, including employee records, T4s and T4As, records of employment, weekly pay cheques.
- Manage all Revenue Canada deductions and remittances according to preset deadlines, including payroll, HST refunds, T4s, charitable returns, provincial and corporate registries.
- Ensure that monthly financial reports are prepared against the Board approved budget and variances analyzed; when necessary, make recommendations to the Board of Directors in regard to variances and cashflow requirements
- Ensure the preparation of annual audit and year-end financial statements and that they are presented to the Treasurer and Board of Directors for approval in a timely manner.

3. STAKEHOLDER RELATIONS & FUNDRAISING

- Maintain a database of government contacts/sponsors/donors/members.
- In coordination with the Artistic Director, develop and maintain existing and develop new relationships with funding agencies, sponsors, donors and subscribers in order to maintain and grow their support of the organization.
- Coordinate with the Artistic Director, and others as appropriate, in the timely preparation and submission of grant proposals required for both general operations and specific projects.
- With the Artistic Director, coordinate and ensure timely reporting to granting agencies on financial and managerial activities (interim and final grant reports).
- With the Board and Artistic Director, develop new strategies for fundraising and development initiatives.
- Ensure continuity and implementation of sponsorship programs.
- Ensure donor recognition conforms to contractual arrangements.
- In coordination with the Board Fundraising Committee, manage the implementation of fundraising initiatives.

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- Prepare and reconcile reports on joint venture grant and fundraising projects.

4. PRODUCTION SALES & LOGISTICS

- With the Artistic Director, implement audience development initiatives specific to individual productions.
- Coordinate the financial and logistical elements of media coverage for each production (including, but not limited to, publicity, graphic design, advertising in print, on television, radio, the web, and social media).
- Coordinate mailouts of promotional material and invitations to productions, receptions fundraising, special events.
- Oversee advance ticket sales distribution and group sales initiatives.
- Manage program ad sales, program design and printing
- Coordinate production activities with hosting venues including ticket sales, receptions, programs, front-of-house staff, set-up and take down, distribution of complimentary promotional tickets and programs.
- Prepare and maintain surveys and statistical reports as required, including, but not limited to, box office statistics and attendance records.
- With the Artistic Director, present to the Board of Directors a report of each production within 60 days of the production's conclusion.

5. MARKETING & COMMUNICATIONS

- With the Artistic Director and assigned members of the Board, review the style, content, development and implementation of marketing material representing LAD and the events it promotes, including, but not limited to, logo, brochure, posters, advertising, programs, lobby displays, etc.
- With the Artistic Director, develop strategies for project-specific media coverage for the coming season (including, but not limited to, outreach, special events, strategic alliances and earned media).
- With the Artistic Director, maintain existing, and develop new, relationships with community organisations to ensure long-term audience engagement and support growth initiatives.

6. MANAGING HUMAN RESOURCES

- In consultation with the Artistic Director and assigned Board oversight group, recruit, select and hire employees and independent contractors. The General Manager will have final decision-making authority.
- Coordinate and supervise the activities of employees and independent contractors.
- Sign all employment/engagement contracts except that of the Artistic Director.
- Ensure that staff working conditions are in line with relevant statutory and regulatory requirements and make recommendations to the Artistic Director and board in that regard (including, but not limited to, insurance, contracts, physical environment).
- With the Artistic Director, evaluate performance of staff (other than the Artistic Director) and make recommendations to the Board regarding terms of continued employment of

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staff and contractors.

EVALUATION

The General Manager's annual performance review will be conducted by the Chairperson of the Board and one other Board member, prior to June 30th of each year.

KEY REQUIRED COMPETENCIES

The successful General Manager will have the following key management competencies

- Planning – demonstrated ability to meet strategic and job objectives through understanding of available resources, developing time tables, budgets, managing tasks and areas of responsibility.
- Organizing – demonstrated ability to create systems and processes to support and accomplish plans with foresight and an ability to comprehend the big picture.
- Coordinating – demonstrated ability to keep on top of what is happening, what needs to happen and who and what are available and needed to accomplish assigned tasks.
- Directing – demonstrated ability to take charge, delegate, give orders and make decisions
- Oversight – demonstrated ability to keep track of what is going on, and rectifying anything that is not delivering results

KEY REQUIRED SKILLS & ABILITIES

The following skills and abilities are essential to be successful in this position:

Strategic Thinking, Financial Acumen, Communication (written, oral, listening, presentation), Emotional Intelligence, Goal Setting, Problem Solving, Creativity, Decision Making, Time Management, Flexibility, Relationship Building, Influencing, Conflict Management, Teamwork, Leadership, and Self Confidence.

Familiarity with Microsoft Office Suite, Excel, Adobe, Sumac Database, Google Analytics, Simply Accounting.

EDUCATION AND EXPERIENCE

MBA or University Degree/College Diploma in Business Administration;
2-5 yrs experience in management
Arts Administration & knowledge of dance are assets

SALARY RANGE

\$32,000 - \$50,000 commensurate with qualifications