

LIVE ART DANCE PRODUCTIONS (LAD) GENERAL MANAGER – POSITION OVERVIEW

POSITION SUMMARY

- 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.

DUTIES AND RESPONSIBILITIES

1. GENERAL MANAGEMENT & ADMINISTRATION
2. FINANCIAL MANAGEMENT
3. STAKEHOLDER RELATIONS & FUNDRAISING
4. PRODUCTION SALES & LOGISTICS
5. MARKETING & COMMUNICATIONS
6. MANAGING HUMAN RESOURCES

KEY REQUIRED COMPETENCIES

- Planning – demonstrated ability to meet strategic and job goals
- Organizing – demonstrated ability to create systems and processes
- Coordinating – demonstrated ability to keep on top of what is happening
- Directing – demonstrated ability to take charge, delegate and make decisions
- Oversight – demonstrated ability to keep track of what is going on and make adjustments

KEY REQUIRED SKILLS & ABILITIES

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 and Simply Accounting.

EDUCATION AND EXPERIENCE

- MBA or University Degree/College Diploma in Business Administration
- 2-5 yrs experience in management,

LIVE ART DANCE PRODUCTIONS

- Arts Administration, knowledge of dance are assets.

SALARY RANGE

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