



JOB POSTING MANAGING DIRECTOR

APPLICATION DEADLINE: April 30, 2024
START DATE: June 1, 2024 (negotiable)
SALARY RANGE: \$75K - \$85K

LOCATION: Winnipeg, Manitoba
JOB FOCUS: Executive Leadership
EMPLOYMENT TYPE: Full-time, Permanent
HOURS : Full-time, including some weekends and weeknights

ORGANIZATION DESCRIPTION

Prairie Theatre Exchange is a 51-year-old professional theatre company that produces, presents, commissions, and develops multi-disciplinary works for live performance and digital platforms. The vision for Prairie Theatre Exchange is to be vital, relevant, and responsive. We strive to be a centre for innovation in theatre and performance practice: a home for interdisciplinary and diverse works. We are a home for artists from the Prairies (Manitoba, Saskatchewan, Alberta) and beyond. We prioritize professional development for artists in the Prairies. We are a contemporary professional theatre company which reflects the ever-evolving communities and audiences we serve with artistry, confidence, and heart. For more information:

www.pte.mb.ca

THE COMPANY AT PRESENT

Prairie Theatre Exchange is in a time of transition. The 2024-25 season is the first year of a significant restructuring of our business and staffing model to recognize the fiscal realities in our organization and sector. On a path towards stability and regrowth, we have opportunities to re-engage with our community of patrons, donors, artists, and stakeholders. PTE's home in the Portage Place Mall is an integral part of exciting conversations with True North and their plans to develop and reimagine the space, with PTE as a critical anchor cultural tenant.

The incoming Managing Director will play an important role in envisioning the future of PTE as it continues to serve audiences and artists on Treaty 1 Territory, Winnipeg.

THE IDEAL CANDIDATE

The successful candidate will play a key role in ensuring the success of PTE's financial, administrative, and operational health while steering the company through this transitional phase.

The successful candidate will:

- Combine the highest level of professional knowledge of arts management
- Be a strategic thinker with demonstrated leadership skills
- Possess leadership experience with the ability to balance day-to-day responsibilities while executing on high level strategic objectives
- Be able to manage relationships with diverse stakeholders including the Board of Directors, funders, government, donors, the private sector, the arts community, and the general public
- Have compelling communication skills and a history of successful grant writing
- Be knowledgeable about theatre both nationally and internationally, and driven to do what can be done to make it thrive.

- Be committed to promoting diversity, equity and inclusion in all aspects of the theatre's operations from casting to outreach programs.
- Have a genuine passion for theatre and the performing arts, coupled with a deep appreciation for its cultural and societal significance.

KEY RESPONSIBILITIES

- Manage and oversee overall administration and operation of PTE
- Manage and oversee overall financial management of the company including the preparation of budgets, financial reporting, and stewardship
- Develop recommendations and action plans to ensure the long-term health and viability of the organization
- Work closely with the Board of Directors on the overall governance of the organization
- Direct the theatre's administrative functions and non-production programs
- Lead and staff accounting, box office, front of house, production, facilities, marketing, communications, and development departments
- Negotiate employment contracts with artists and staff members
- Write, and prepare applications and reports to government and foundation funders
- Be an active participant in the arts community
- Be a positive, public-facing figure for the organization with ability to speak comfortably to media/press

QUALIFICATIONS

- A minimum of 3 years in arts leadership, demonstrating a passion for the role of theatre and the performing arts
- Previous experience leading staff and teams
- Previous experience managing multi-million-dollar budgets
- Comprehensive knowledge of the performing arts as well as all aspects of arts venue management
- Thorough understanding of sectoral agreements and contracting processes with key associations PACT, CAEA , ADC, PGC
- Previous experience working with IATSE agreements
- Excellent analytical, financial, and organizational skills
- Ability to build and maintain relationships with a broad range of stakeholders
- Demonstrated leadership or participation in fundraising campaigns

HOW TO APPLY

Prairie Theatre Exchange is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we encourage submissions from individuals of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities who possess the skills and qualities listed above. Learn more about our values at <https://www.ptem.mb.ca/about-us/our-story>.

Prairie Theatre Exchange is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Please contact PTE if you have accessibility needs in applying for this position.

Applicants are asked to submit:

1. Cover Letter
2. Resumé
3. Three professional references in a related field, including one of someone who has reported to you

Applications can be submitted in confidence to board@ptem.mb.ca

Prairie Theatre Exchange appreciates all submissions of interest, however only those selected for an interview will be contacted.

The Land where PTE creates is Treaty 1 Territory, the traditional territory of the Anishinaabeg, Cree, Dakota, national homeland of the Red River Métis, and home to many other Indigenous nations and peoples.