

General Manager – Imperial Theatre Inc. / Théâtre Impérial Inc.

Saint John, New Brunswick

The Organisation:

Imperial Theatre Inc. is an independent incorporated charitable organization whose mission is:

- To maintain a professional-quality performing-arts facility in Saint John, New Brunswick;
- To operate the theatre as a multi-purpose facility for both locally-produced and touring productions (both presented and rentals);
- To be a catalyst to encourage and nurture the development and appreciation of the performing arts;
- To be recognized as a centre of excellence in the performing arts.

Imperial Theatre was formally opened on September 19, 1913, featuring some of Saint John's finest talent of the day. After being re-purposed on two occasions, a local group decided in August 1982 that the building should again be home to the performing arts in Saint John. With the overwhelming support of the community the theatre was reconstructed to its original 1913 grandeur and officially reopened on May 24, 1994.

The Position:

The General Manager is the chief operating officer and senior full-time manager of Imperial Theatre and is responsible for carrying out the mission of the theatre. As such the General Manager has a broad scope in the implementation of policy and programmes of the theatre and reports to the President and to the Board of Directors. Marketing, operations, budgets, human resources, programming and strategic planning are core functions directed by the General Manager.

Qualifications:

- Possess appropriate educational and/or technical qualifications in the areas of producing theatre or presenting the performing arts;
- Possess significant professional experience in theatre operations and/or venue management;
- Fluency, or willingness to become fluent, in both official languages is considered an asset;
- Flexibility with regard to availabilities and work schedules (day, evening, week-end);
- Ability to efficiently organize time and manage priorities;
- Strong leadership and communication skills;
- A team player with a sense of humour.

Key Responsibilities:

- To operate Imperial Theatre with full day-to-day responsibility for operations and staff;
- To submit regular reports on the Theatre's activities and finances to the Board/Executive;
- To develop and implement the annual artistic programme with a curatorial vision appropriate for the people of Great Saint John;
- To develop the annual operating budget of approximately \$2 million dollars, the capital budget and the longer-term business plans and to manage within these plans;
- To establish rental rates, procedures and contracts for the effective use, operation and administration of Imperial Theatre;

- To develop and implement marketing plans for Imperial Theatre itself and to assist renters in promoting their productions, in order to establish Imperial Theatre as the predominant location for the performing arts in greater Saint John and southwestern New Brunswick;
- To establish, maintain and manage a full range of volunteer activities in the daily operation of Imperial Theatre, including a training program;
- To assist the Board and/or the Board of Imperial Theatre Foundation Inc. in endowment, operations and fundraising as required;
- To manage/produce a number of Imperial-sponsored productions as approved by the Board or as consistent with any approved Schedule of Authorizations;
- To liaise with other performing arts facilities and managers, as well as the community at large, and to enhance the profile and utilization of Imperial Theatre;
- To develop and implement ancillary business lines to complement current activities; and
- To develop and maintain wide community participation in, and acceptance and appreciation of, the performing arts.

Note:

- There will be no further postings for this position should there be no fully qualified applicants. If you wish to be considered for this position and have most of the qualifications as posted you are encouraged to apply at this time.
- Applications for this position will be accepted until February 17, 2012
- The staff of the Theatre are aware of this posting and have been encouraged to submit applications.
- Persons wishing to be considered for this position must submit a cover letter and a resume.
- Applications may be submitted by mail to:

Anne Sedgwick
Stewart McKelvey
P.O. Box 7289
Postal Station A
Saint John, NB E2L 4S6
- Applications may be dropped off at:

Anne Sedgwick
Stewart McKelvey
Brunswick House, Suite 1000
44 Chipman Hill
Saint John, NB
- Applications may be submitted via e-mail to: Imperial.gmsearch@gmail.com
- Imperial Theatre Inc. appreciates expressed interest; however, only candidates considered for an interview will be contacted.