

## **Client & Facilities Manager Western Canada Theatre, Kamloops, BC**

Western Canada Theatre is seeking a dynamic individual to oversee the bookings, administration and facilities management of Kamloops' premier performance space, the 700-seat Sagebrush Theatre, and WCT's 150-seat studio, the Pavilion Theatre. The Sagebrush is a fully equipped, multi-purpose facility used as a commercial roadhouse and community performance space, designed for music, theatre, and dance. It is jointly owned by the City of Kamloops and School District 73 and managed by Western Canada Theatre. The Pavilion Theatre building houses not only the performance and rehearsal space of the theatre, but also WCT's offices and shops and the Kamloops Live! Box Office.

The Client & Facilities Manager is responsible for:

- The day-to-day operations and long-term planning for both Sagebrush and Pavilion theatres, including the annual operating budget for Sagebrush Theatre
- Ensuring theatre events run smoothly and efficiently by
  - Coordinating with clients and technical, box office, and finance departments,
  - Managing front of house staff, maintenance contractors and a large volunteer staff
  - Creating the schedules and executing corresponding contracts, including rental and ticketing agreements , and
  - Ensuring safety protocols are in place, including public safety, food and beverage licenses, and requisite training for staff and volunteers
  - Ensuring the highest possible level of customer service
- Promoting the use of the Sagebrush Theatre, including actively pursuing and booking commercial performances and providing marketing support to rental clients
- Assisting with sourcing and completing funding applications to support programming and capital upgrades
- Creating and managing a 5-year capital plan in conjunction with Venue TD and WCT's Senior Management
- Managing operations and maintenance of the Pavilion Theatre
- Managing building security and safety plan
- Working as a part of a team that reports to WCT's AD and ED, who in turn report to the Sagebrush Management Committee, especially in respect to Sagebrush Theatre's mandate, budget, and short and long term goals.

The successful candidate will possess the following qualifications:

- Post-secondary education in arts administration, a related field, or equivalent professional experience
- Minimum 5 years' experience in facilities management or related area, including working with both a professional and volunteer staff base
- Strong written and verbal communication skills and excellent interpersonal skills
- Highly organized, strong team player with the ability to work in a fast-paced environment with demanding deadlines
- Experience in negotiating contracts
- Ability to maintain budgets: both revenue and expenses
- A background in community owned and operated institutions
- An understanding and enthusiasm for the performing arts

- Experience with booking or ticketing software and Microsoft Office Suite an asset

Salary will be commensurate with experience and education. Interested applicants should submit their résumé and references to the following address by 5 PM, May 12, 2017. Only candidates selected for an interview will be contacted. Ideal start date: May 22, 2017. **ELECTRONIC SUBMISSIONS ONLY.**

Mail to: Lori Marchand,  
Executive Director  
Western Canada Theatre  
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