

City of Surrey Manager, Civic Theatres

Scope

Surrey Cultural Services is seeking a forward-looking leader in the theatre/performing arts sector to lead its burgeoning Surrey Civic Theatres (SCT) portfolio. Providing leadership for three theatre venues, and a dedicated team of theatre and performing arts professionals, the Civic Theatres Manager plays a pivotal role to ensure SCT provide engaging and memorable presentations, programming and experiences for audiences and rental clients. Reporting to the Manager of Culture, the Civic Theatres Manager is a key member of the Cultural Services leadership team and supports various performing arts initiatives in Surrey.

This role is accountable for ensuring SCT achieves its vision to provide unparalleled opportunities for diverse, transformative, performing arts experiences that inspire artistic expression, imagination, and discovery; and its mission to be a gathering place where artists, audience and community connect and find inspiration. The work is significantly challenging given the wide variety of programming, administrative, customer service, and operational responsibilities, delivered in multiple venues. This is an excellent opportunity for a theatre/performing arts professional who is passionate about performing arts and the benefits they provide to communities.

Responsibilities

As the Civic Theatres Manager, you will:

- Manage all aspects of SCT operations and collaborate with various internal partners.
- Oversee the coordination, marketing, and presentation of a wide variety of professional performing arts programs and services at multiple venues (Main Stage – Surrey Arts Centre, Studio Theatre – Surrey Arts Centre, Centre Stage – Surrey City Hall).
- Build and sustain relationships with key internal and external stakeholders.
- Develop annual operating budgets, contracts, and secure grant funding and sponsorships.
- Lead strategic planning initiatives for SCT, including new programs and services, facilities, capital equipment replacement, and new revenue streams; and support other cultural planning initiatives and planning processes.
- Develop policies and procedures to guide service delivery to ensure professional and community renter organizations receive high quality customer service and production value in a safe, respectful, and inclusive environment.
- Develop annual plans for all operations and services.
- Oversee the hiring, training, and retention of the required numbers of union staff in a variety of areas including artistic programming, communications, facility operations, administration, box office, front of house and production staff.
- Maintain and develop safety, security and emergency procedures and training for staff.
- Draft reports and prepare presentations for a variety of audiences, including City Council, Council Committees, community and cultural organizations and the general public.
- Serve as an ambassador for SCT and City of Surrey performing arts.
- Support additional Performing Arts and Theatre initiatives within the City of Surrey.
- Support the Parks, Recreation & Culture Department with various initiatives and other duties as required.

Qualifications

- A university degree in a related discipline.
- Minimum of five years of progressively responsible experience in the delivery of cultural programs and services, including facility management and staff supervision.
- Strong understanding of best practices for professional theatre operations.
- Demonstrated ability to lead and manage a large staff team.
- Strong ability to build and maintain positive relationships with diverse range of staff, community stakeholders, artists, theatre companies, and the general public.
- Demonstrated ability authoring reports and delivering presentations for a range of audiences.
- Strong strategic thinking, research, analytical, project-management and problem-solving abilities.
- Sound knowledge of budget management and planning.
- Knowledge of collective agreements and managing in a unionized environment
- Ability to work in a fast-paced environment with competing demands.

Remuneration

Exempt – Regular Full Time 35 hours per week (may include additional hours and some evenings and weekends)

Salary (commensurate with experience): \$104,807 – 123,302 annually with an excellent benefits package.

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