

# INTREPID THEATRE

BE BRAVE.

## Position: Managing Director

**Reports to:** Board of Directors

**Key Relationships:** President of the Board and Artistic Director

**Reports:** Finance/ Office Management/Staff Annual Review/HR

**Schedule:** Full-time (40 hours/week)

**Compensation:** \$50,000 - 60,000/year (exact budgeted salary to be provided prior to interviews)

**Benefits:** Comprehensive health and dental benefits

**Vacation:** 3 weeks/year

### Position Overview:

The Managing Director will guide the development of vision and strategy for the organization's long-term growth and will provide strong leadership for the Board, staff, and the community. The Managing Director and Artistic Director are jointly charged with enabling Intrepid Theatre to realize its goals for artistic excellence, community outreach, financial stability, fundraising, and audience engagement. Within this collaborative partnership, the Managing Director is responsible for rendering the Artistic Director's vision into practicable initiatives that are financially sound and supported, and which galvanize the Board, staff and extended community behind it. The Managing Director is responsible for the overall business, administrative, and operational management of the company. This includes leadership of budgeting, financial management, HR, information systems, and Board relations. This position will require working from the Intrepid Theatre office, as well as being onsite for festivals, presentations, meetings and events, with flexibility to work remotely.

### About Intrepid Theatre:

Producers of the annual UNO Fest, Victoria Fringe Festival, and OUTstages Festival, Intrepid Theatre has been the primary presenter of national and international alternative theatre in Victoria, BC for thirty-five years, and is the city's home-base for emerging theatre artists. Intrepid Theatre operates two performance spaces for community rentals and our own programming –The Metro Studio and the Intrepid Studio; mentors independent artists; fosters new work through residencies and development programs; and produces free events for youth & families. We value collaboration and rigour in producing and presenting festivals and supporting new work as much as we do collaboration in our administrative work. We present cutting-edge, contemporary, multi-disciplinary theatre from artists near and far in our festivals and presenting series, and are a sought-after partner for co-presentations, tours and community projects.

We acknowledge that equity-seeking communities have been excluded from theatre and non-profit spaces in the past and are committed to employment equity and diversity. We encourage applicants from equity-seeking communities and intersecting identities to apply. Intrepid Theatre strongly believes in providing staff with an anti-oppressive work environment free of discrimination and harassment, and fostering an inclusive and supportive workplace. See [intrepidtheatre.com](http://intrepidtheatre.com) for more information.

# INTREPID THEATRE

BE BRAVE.

## What you will do:

This a comprehensive, but not exhaustive list, in which there is room for growth in particular areas of interest. As with any small arts organization, additional duties as required, within reason and subject to discussion. Of great importance is the thoughtful, collaborative, and careful navigating of the difficult terrain of COVID recovery, and supporting staff and artists in this. You see challenge as an opportunity, and want to love the work that you do, we do this because we love the work..

## Responsibilities Include:

- **Shared Executive Leadership**
  - With the Artistic Director and the Board, update, maintain, and execute Intrepid's Strategic Plan/Priorities with personal emphasis on fundraising, finance, organizational structure, and operations---in support of the company's Mission and Vision
  - First point of contact for all full-time and contract staff; in collaboration with the Artistic Director manage all hiring, recruiting, professional-development and staff needs
- **Operations**
  - Develop an integrated management and operational plan to include operation of venues and administration space, additional festival venues, equipment, information technology and staff
  - Oversee the day-to-day operations of the society
  - Plan for all staff, operations and administrative requirements for festivals, events, and presentations
  - Management of all government and foundation grant applications, interim updates, and final reports
  - Development and management of agreements, budgets and timelines for fundraising and special events, and co-presentations
- **Finance Management**
  - **Budgets**
    - Manage the creation of Intrepid's annual operating and capital budgets
    - Manage financial reporting systems to ensure that all directors and managers have the information they need to manage their individual budgets
    - Communicate monthly and annual financial progress against budget to the Board of Directors
  - **Finance Operations**
    - Manage the overall financial operations of the organization
    - Manage all external financial reporting of the organization
    - Provide financial reports to the Board of Directors
    - Provide financial analysis and recommendations to guide the organization's financial decisions
    - Work with outside auditors to assure that all financial systems and internal controls are adequate to appropriately serve the organization
- **Board Relations**
  - Work with the Artistic Director to support the development and effective operations of the Board of Directors
  - Work with the Board President to identify need for committees and prioritize work of the Board
  - Provide monthly written reports to Board
  - Work to grow the Board through active Board cultivation and recruitment

# INTREPID THEATRE

BE BRAVE.

- Work with the Board to build philanthropic initiatives and donor recruitment strategies
- Guard against fraud and waste in regard to Board operations
- **Human Resource Management**
  - Manage, coach, and supervise all non-Production employees except those who report to the Artistic Director.
  - Ensure that Intrepid's employment policies and reporting are consistent with all rules and regulations governing working in the Province of British Columbia
  - Ensure that Intrepid's employment policies and employee handbook are current and complete and support the organization's staffing goals and needs
  - Oversee recruiting, training, coaching, and retention of staff
  - Manage all human resource matters and ensure a safe and mutually respectful space for any needed mediation
  - Foster an office culture of teamwork, generous collaboration, clear communication, effective delegation, and mutual support
  - Design and implement equity, diversity, and inclusion initiatives and training for staff, Board, and artists alongside the Artistic Director, including internal policy development and external community programming
- **Contract Management**
  - Oversee all of Intrepid's negotiating, creating, and executing of contracts for artists, staff, independent contractors and vendors
  - Maintain open communication and good collaborative relationship with the leadership of Intrepid's landlords
- **Fundraising**
  - With the Artistic Director, Director of Marketing, Director of Community Engagement, and Board of Directors create and carry out fundraising plans and meet financial development goals
  - Direct and lead institutional fundraising with foundations, corporations and government agencies
  - Fortify existing relationships and build new, long-term relationships with major donors as well as corporate, foundation, and civic leaders
- **External Relations**
  - Serve as a key representative of Intrepid in the community, including cultivation of donors, funding institutions and government agencies
  - Provide additional support for and attend meetings, fundraisers, events, celebrations, opening nights, etc. on behalf of Intrepid Theatre

## Qualifications:

- Minimum five years progressive experience in a not-for-profit organization, preferably in an Arts organization
- One or more years experience in:
  - Managing a team and delegating tasks
  - Hiring and HR practices
  - Property management and/or venue management
  - Strategic and operational development

# INTREPID THEATRE

BE BRAVE.

- Experience in basic accounting (Quickbooks) and budgeting, fiscal management of a non-profit organization including building revenue and philanthropic support, including grant management and reporting
- Experience in the field of arts management and knowledge of the issues facing the sector
- Experience working in a collaborative decision making organization
- Well-developed interpersonal skills (with staff, artists, board, funders, audience, and partners)
  
- Enthusiasm for empowering staff to realize operational priorities, lead a team and inspire leadership in others
- Strong skills as a mediator and negotiator
- A passion and commitment to the performing arts and their value to society
- Commitment to justice, equity, diversity, and inclusion
- Commitment to reconciliation
- The capacity to lead with vision, care, and integrity

## **Application Process**

The hiring and interview panel is Tom Daly (Board President), Maggie Chapin-Caravaca (Board), Nicole Malcolm (Board), Sean Guist (staff). Anyone applying can request a pre-application informational chat with Tom if they would like. Only those applicants selected for an interview will be contacted; all of those who are offered an interview will be notified of hiring decisions. Applicants may be required to prepare a short presentation, or complete an assignment during the interview process.

To apply, submit a resume and either a one-page cover letter, or an up to 5-minute video or voice recording to: [board@intrepidtheatre.com](mailto:board@intrepidtheatre.com).

## **Deadline**

All applications are received in confidence, and must be received by e-mail by October 29, 11:59pm. No phone calls please.