

# Executive Director Job Description

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## Job Title

Executive Director

## Primary Purpose

In compliance with legislation, Bylaws, Board policies and the Values of the Theatre, the Executive Director (ED) is responsible for providing leadership and management that ensures all aspects of the Broadway Theatre's operations align with its Mandate, Strategic Plans, and resources.

**Nature of the work:** Directly reporting to the Friends of the Broadway Theatre Board of Directors (BOD) and working collaboratively with Board committees, the ED will provide leadership that ensures all aspects of the operation align with its mandate, strategic direction, and resources. Hours of work for this position will be flexible and vary greatly.

## Primary Duties and Responsibilities

The ED is responsible for planning, implementing, and evaluating the following functions and for complying with all Executive Delegation policies:

### Leadership and Counsel to the Board

As the Theatre's senior staff member and one who reports directly to the BOD, the ED is responsible for providing professional advice and guidance to the BOD on all matters affecting the Theatre.

- Support the BOD in developing a vision and strategic plans for the organization.
- Identify, assess, and inform the BOD of internal and external issues that affect the organization.
- Recommend solutions to address potential problems, issues, or shortfalls.
- Advise the BOD on all aspects of the organization's activities and provide administrative support as needed.
- Foster a culture of teamwork amongst all participants in the Theatre: BOD, staff, and volunteers.
- Provide collaborative leadership that motivates, inspires, and enables others to deliver on the strategic priorities of the Theatre.
- In collaboration with the Chair, conduct official correspondence on behalf of the BOD and act as a spokesperson for the organization.
- Attend and support meetings of the BOD and its committees as requested.
- Lead the organization in a manner that demonstrates commitment to Equity, Diversity, and Inclusion (EDI).

- Keep job knowledge current by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

## **Operations**

Operations of the Theatre are effective and purposeful and organized to achieve the Goals of the Strategic and Business Plans approved by the BOD.

- Optimize Theatre operations through leading business practices that create the highest levels of effectiveness and efficiency possible.
- Provide ongoing assessment of new opportunities to expand and supplement Theatre operations.
- Manage Theatre operations to ensure that the administrative infrastructure (i.e., policies, standards, and procedures) operate smoothly and efficiently to support the achievement of organizational goals and objectives.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that operations achieve organizational goals, meet the expectations of its funders and address client needs.
- Oversee the efficient and effective day-to-day operation of the organization.
- Maintain and keep current operational policies for the direction of staff and volunteers and for the information of the BOD.
- Ensure the security and confidentiality of personnel, client, donor, and volunteer information.

## **Programs**

The Theatre's programs are its life blood and are consequently planned, delivered, and evaluated at a high professional level with the interests of the audience and the goals of the organization at top of mind.

- Oversee the planning, implementation and evaluation of the organization's programs and services, including special projects.
- Ensure that the programs and services offered by the organization contribute to its Mission and reflect the priorities of the BOD.
- Monitor the day-to-day delivery of the programs and services of the organization in a culture of continuous improvement.
- Regularly monitor box office sales and make recommendations for any necessary adjustments to marketing activities.

## **Human Resources**

The success of the Theatre depends on the performance of staff and volunteers and the professional and respectful management of these valuable human resources.

- Develop and administer effective people-centred plans, practices, policies, and procedures to cover the life cycle of Theatre staff (i.e., recruitment, selection, onboarding, evaluation, development, coaching, termination, and succession) as needed.
- Establish a positive, healthy, and safe work environment that is free from discrimination and harassment, and is based on appropriate legislation, regulations, and current organizational thinking.
- Determine and implement staffing requirements for the Theatre with competitive compensation.
- Develop and implement best-practice human resource policies and practices.
- Establish and support a volunteer program that addresses recruitment, development, and recognition.
- Investigate and resolve workplace issues in a timely and fair manner.
- Ensure personnel files are up to date and secure.
- Keep abreast of relevant legislation relating to the theatre industry, human resources, confidentiality, and record keeping.

## **Finance**

Sound financial management and results position the Theatre to secure and retain the confidence and support of stakeholders and facilitate the effective use of its resources.

- In accordance with professional standards and practices, plan and manage the financial activities of the organization including the preparation of an annual budget for approval and monitoring of cash flows.
- Work with the BOD to secure adequate funding for the operation of the organization.
- Provide the BOD with comprehensive, regular reports on the revenues and expenditure of the organization.
- Oversee the development and implementation of the Theatre's fund development plans and funding proposals and grant applications.
- Ensure that the organization complies with all legislation covering taxation, charitable status and withholding payments.
- Develop financial management mechanisms to minimize financial risk to the organization.
- Liaise with other agencies, organizations and groups to build and foster a network of referrals that create new opportunities for revenue growth.
- Ensure the organization maximizes its revenue potential while maintaining alignment with its mandate and strategic objectives.

## **Community and Donor Relations and Engagement**

Developing, nurturing, and strengthening the Theatre's network of stakeholders including members, donors, sponsors, and funders is critical to protecting the Theatre's reputation, resource base and value to the overall community.

- Engage public attention and interest through multiple channels to ensure the continued support and growth of Theatre.
- Measure and track community understanding and support, and act upon the results to effect improved community relations.
- Establish positive working relationships and meaningful engagement with community groups, funders, politicians, and other organizations to help deepen community ownership and impact, and to achieve the goals of the organization.
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Represent the organization at community activities.
- Ensure the professional stewardship of grants, sponsorships, and donations, both cash and in-kind.

## **Risk and Building Management**

The Theatre faces a wide range of risks at its governance, management and operational levels and requires a comprehensive, systematic focus and dedicated strategies to ensure their impact on the organization is minimized or avoided.

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Comply with and report as required on all Executive Delegation Risk Management policies.
- Ensure that the organization, including the BOD, carries appropriate and adequate insurance coverage and ensure the BOD and staff are aware of its terms, conditions, and limitations.
- Oversee operations and maintenance activities to ensure the condition of the facility(s), building systems and structures are maintained.

## **Qualifications**

- Relevant education and/or experience in an appropriate field
- Demonstrated passion for arts and culture
- Experience in a senior leadership role
- Experience leading and supervising staff
- Experience with financial management (e.g., budgeting, forecasting, reporting)

### **Additional Assets**

- Experience working with Boards of Directors
- Knowledge of the business of performing arts (e.g., ticketing, producing, marketing)
- Experience with grant writing, fund raising, and sponsorship
- Experience in media and public relations

## **Knowledge, Skills, and Abilities**

Have the required competency to:

- effectively work with the BOD to implement its direction and provide leadership that supports its governance
- design and implement effective strategies and/or procedures to meet or exceed organizational goals
- influence others to meet and set goals
- create an engaging work environment that enables people to do their best
- address issues openly and directly in a timely manner
- demonstrate cultural agility in their ability to work respectfully, knowledgeably, and effectively with Indigenous people and other marginalized groups
- design and implement effective financial strategies and reports to meet the Theatre's financial goals
- apply key financial indicators to individual objectives
- have the foresight to identify and solve business problems before they occur
- be skilled at grant writing, budgeting, and administration
- proactively seek ways to improve community relations
- model strong communication skills by considering the impact of their communication on others
- create written documents and reports that are well suited to their content and target audience
- understand and apply fundraising and sponsor development principles and practices
- think creatively and apply critical thinking skills
- know and apply ethical concepts (e.g., honesty, confidentiality, fiduciary responsibility, transparency) as appropriate to the situation

### **Requirements**

- Proof of COVID-19 vaccination
- Acceptable Criminal Record Check with Vulnerable Sector Check