



The Gladstone Theatre Inc.

910 Gladstone Ave., Ottawa • 613-233-GLAD

Call for Applications for Theatre Manager

The Gladstone Theatre Inc. is inviting applications for the position of Theatre Manager to head up the staff operating The Gladstone (910 Gladstone Ave., Ottawa). The intended start date is to be January 1, 2017, or shortly thereafter subject to the successful candidate's availability.

About The Gladstone

The Gladstone Theatre (TGT) is a federally incorporated not-for-profit corporation, governed by a volunteer Board of Directors elected by members representing the patrons, artists, volunteers, production companies and general public served by The Gladstone. The mission of The Gladstone Theatre is to operate a recognized and sustainable home with shared services for independent theatre companies in Ottawa, where programming and opportunities for artistic development and professional work can be coordinated, realized and presented to local audiences.

As the entity managing the 235-seat theatre located at 910 Gladstone Avenue ("The Gladstone"), TGT does not itself produce theatre but rather manages The Gladstone to provide the facilities, equipment, box office and bar staff, front of house volunteers and brand identity to make it possible for resident and visiting companies to present their work to local audiences, as multi-company subscription seasons and stand-alone performances.

About the Position

The Theatre Manager is the senior staff position at TGT, reporting to the Board of Directors and with all other TGT staff reporting to the Theatre Manager. The principle duties of the Theatre Manager will be to provide oversight and management of operations of The Gladstone, supervise all other staff (both existing Box Office and Bar staff, and yet-to-be-filled new positions), provide information and support for the Board, and to carry out the policies and priorities set by the Board.

As a newly incorporated entity, TGT has identified a set of new staff roles previously performed ad hoc by volunteers, which we envision being filled by multiple new staff in part time positions. However, as a new entity, there is room for discretion as to how these roles can be divided, and applicants for the position of Theatre Manager will be given the opportunity to explain to the Search Committee which specific functions they would propose to take on personally, and how they would propose to address the other roles being covered.

The unfilled roles that TGT seeks to fill include:

Senior Management (may not be delegated):

- As directed by the Board, drafting and implementing policies (rental terms, programming priorities, ticket pricing, etc.) with a goal to give local independent producers and patrons the best value possible to support solid standards of production at The Gladstone
- Overseeing and attending to all needed day-to-day operations including:
 - supervision of all other Gladstone staff
 - booking shifts of box office and bar roster
 - oversight of box office, bar, theatre coordination, facilities management and communications
 - financial management (administering budget, oversight of bookkeeping, ensuring provision of timely reporting to Board, etc.)
 - enforcement of safety requirements
 - oversight of Box Office, Bar, cleaning and maintenance, and communications

Theatre Coordination

- Coordinating with Gladstone resident companies to craft subscription seasons fulfilling The Gladstone's mission as a home for independent local theatre production
- Identifying and booking suitable stand-alone performances that complement seasonal programming and fulfil The Gladstone's mission
- Liaising with producers and artists about the role of The Gladstone in the local community
- Promoting awareness of The Gladstone and the performances taking place at the venue

Facilities Management

- Performing maintenance, repairs and upkeep of The Gladstone's technical equipment and physical facilities
- Implement improvement & repair projects
- Ensuring adequate stock (theatrical and standard light bulbs, paper towels, cleaning supplies etc.) are maintained
- Orienting visiting producers and their crew to the facilities and assisting with their technical needs
- Provide prompt repair or redress for equipment failures of technical theatre equipment and general mechanical equipment of the building (performing repairs where possible and contracting out where specific trades skills are required)
- Providing recommendations for TGT policy and practices with regards to the technical equipment and physical facilities

Marketing/Communications Coordination

- Preparing and sending weekly e-newsletters to TGT e-subscribers
- Managing The Gladstone's WordPress-driven website
- Maintaining, improving and expanding on The Gladstone's theatre-wide communications, including graphic design, print and distribution of:
 - season brochures
 - posters and flyers promoting The Gladstone and its subscription seasons
 - paid print and online ads promoting The Gladstone and its subscription seasons

The total annual salary budget for all three above-mentioned roles combined is expected to be roughly \$38,000. This amount covers only these new paid positions: box office and bar payroll as well as bookkeeper fees do not figure in this budget line.

How to Apply

Applicants for the position of Theatre Manager must be prepared to personally assume the overall function of Senior Manager. The application must address how they would ensure all of the above listed roles be fulfilled (whether by the applicant or through proposed additional staff reporting to the applicant). To that end, applications should include:

- A cover letter indicating the applicant's suitability for the role, including:
 - ability to lead staff in the operations of a 235-seat theatre and
 - capability to support the Board in the governance of a not-for-profit corporation
 - knowledge of Canadian theatre and the Ottawa theatre scene in particular
 - post-secondary qualifications in a field relevant for the position
 - qualifications related to roles the applicant proposes to fulfill herself or himself (Theatre Coordination/Facilities Management/Communications, as applicable)
- A one-page outline of what duties the applicant would propose to personally take on, and which duties they would delegate to other new staff, to include:
 - the applicant's own salary expectations and proposed work schedule
 - how they propose to allocate the remainder of the \$38,000 overall annual envelope to cover wages for other new staff to cover above-listed new roles which applicant does *not* propose to handle herself or himself
- A CV
- At least two references, with contact information

Applications are to be submitted electronically to the Chair of the Search Committee for The Gladstone Theatre Inc. at applications@thegladstone.ca.

Applications must be received by Friday December 16, 2016. Only applicants selected to be interviewed will be contacted.