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Please direct all correspondence to:

Aultsville Theatre

Attention: Gerry Roy, Board President

2 St. Lawrence Dr., Cornwall, Ontario K6H 4Z1

Tel: 613-362-9183

E-mail: GerryRoy@aultsvilletheatre.com

JOB TITLE: GENERAL MANAGER

DATE: Please submit application by mail or email by **September 23rd, 2022**. Please include a cover letter and a resume.

HOURS OF WORK: Full time, with flexibility to attend occasional evening or weekend events.

REPORTS TO: Board of Directors.

SALARY: Commensurate to experience.

GENERAL GOALS: The General Manager is responsible for providing leadership in the day-to-day operations of Aultsville Theatre and ensures that federal/provincial/local standards are met in the provision of services (including the Human Rights Code, the Employment Standards Act, the Health Act and relevant safety, fire and health department regulations). The General Manager is directly accountable to the Board of Directors.

DUTIES & RESPONSIBILITIES (HUMAN RESOURCES):

- Implements Policies, Objectives and Goals developed in conjunction with the Board of Directors.
- Responsible for the recruitment, hiring, supervising, directing and releasing the employees of the organization.
- Responsible for Payroll.
- Responsible for scheduling staff.
- Holds regular staff meetings.
- Responsible to ensure that all employees have proper orientation & training and feel confident in the performance of their duties.
- Ensures that all Policies & Procedures manuals are up to date.
- Ensures that Job Descriptions are developed and updated, when required.
- Ensures that regular performance evaluations are held for each employee.
- Ensures that all Employee & Volunteer Files are complete with up-to-date information.
- Appoints and trains a designate in the event of his/her absence.
- Ensures that an effective succession plan is in place and creates a written document with procedure to help ensure seamless continuity of the General Manager Position.

DUTIES & RESPONSIBILITIES (THEATRE MANAGEMENT):

- Responsible for establishing harmonious relationships with promoters and users of the theatre.
- Responsible for all bookings of events and activities held in the theatre.
- Once an event booking has been confirmed, the General Manager is responsible to prepare the Rental Agreement for the user, assures it is signed by both parties and receives the deposit and Certificate of Insurance.
- After the event, the General Manager is responsible to prepare and send the Event Settlement within a 14-day period.

DUTIES & RESPONSIBILITIES (FINANCIAL MANAGEMENT) :

- Responsible for establishing a financial management framework and annual budget in collaboration with the Board of Directors and employees.
- Attends all Board of Directors monthly meetings and the Annual General meeting. Provides a Financial Report at each of these meetings.
- Responsible for Payroll, using Quickbooks.
- Responsible for Bank Reconciliation.
- Responsible for Accounts Payable & Receivable.
- Ensures that all Rental Agreements & Event Settlements are completed in a timely fashion.
- Ensures and maintains appropriate Group Insurance Policies.
- Liaises with professional resources: accountant, auditor, lawyer and other human resources.
- Seeks out opportunities for grants, fundraising and subsidies.
- Completes Grant applications.

QUALIFICATIONS & SKILLS:

- 3-5 years related experience in management of an Arts facility and/or a Not-For-Profit establishment.
- Strong verbal and written communication skills.
- Ability to work on multiple projects concurrently.
- Ability to organize and prioritize work activities.
- Superior interpersonal skills to establish harmonious relationships with promoters and users.
- Skills to ensure and sustain an accurate and positive image of Aultsville Theatre in the community and beyond.
- Excellent problem solving and creative thinking skills.
- Demonstrated ability to set priorities, meet deadlines and work under pressure of time restraints.
- Willingness to work flexible hours, including evenings and weekends, as required.
- Bilingualism is an asset.