

Chester Playhouse

General Manager

Date Posted: January 3, 2017
Application Deadline: January 25, 2017
Start Date: March 20, 2017 or to be negotiated
Salary: To be negotiated
Location: Chester, Nova Scotia

Chester Playhouse Theatre

The Village of Chester is a vibrant seaside community of 2,400 on the south shore of Nova Scotia. During the summer season this number more than doubles.

The Chester Playhouse, located in the centre of the Village, is an iconic performing arts venue presenting diverse cultural events including professional theatre, live music, film, lectures, youth programs and community theatre. The 176-seat theatre is owned and operated by the Chester Theatre Council Society and governed by a volunteer Board of Directors. Refer to www.chesterplayhouse.ca for a more complete profile.

From its origins as a summer theatre venue, the Chester Playhouse has evolved into a year round destination for the local community and beyond, with over 80 events programmed each year.

General Manager

The Board of Directors invites applications for the position of General Manager (GM), to replace the Managing Director of 13 years who is retiring in the spring of 2017.

This arts leadership opportunity comes at a time when the organization is renewing its vision and strategy to ensure its future success as a regional cultural destination and a vital community presence.

Reporting to the Board of Directors, the GM is responsible for all aspects of planning, management and development of the Chester Playhouse.

Specifically, the GM will:

- Oversee and coordinate all aspects of Playhouse performances and events, in collaboration with the Artistic Director (AD) and others. The AD is presently a part time position, reporting to the GM and the Board of Directors.
- Oversee all aspects of Playhouse office administration and financial management;
- Hire and supervise key staff and contractors;
- Develop and implement strategic marketing plans including social media;
- Develop and engage volunteers and community partners;
- Negotiate and manage performance contracts, bookings and rentals;

- Develop and oversee fundraising plans and initiatives including sponsorships, events, campaigns, grant applications and donor stewardship;
- Oversee all aspects of facility maintenance and operations, including beverage services.

Qualifications:

The ideal candidate is deeply committed to the importance of arts and culture within a community, is aware of current trends and challenges in the sector, and is an innovative, resourceful and entrepreneurial leader.

Qualifications include:

- Leadership experience in the performing arts, including presentation and event management experience
- Well-developed communication and interpersonal skills
- Marketing experience including social media competency
- Effective organizational, problem solving and time management skills
- Relevant fundraising experience preferred
- Demonstrated ability to work under pressure, both independently and in collaboration with others
- Experience overseeing building maintenance and management

Working Conditions:

- Salary and benefits will be commensurate with experience
- This is a full time position. Intensity fluctuates during the year and requires a flexible workweek including some evenings and weekends.
- A valid Driver's license is required.
- All activities are managed from the Chester Playhouse offices at 22 Pleasant Street, Chester NS.

Application:

Please submit a current CV and a letter detailing your interest in the General Manager position, along with two professional references and salary expectations by January 25, 2017 to:

Liz Crocker
Board Secretary
Chester Playhouse

lizcrocker@eastlink.ca

We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted.