

Repercussion Theatre Job Posting: General Manager

Repercussion Theatre is currently seeking a motivated, organised and creative individual to join our team and be our new General Manager.

Company Overview

Founded in 1988, Montréal's Repercussion Theatre is best known for its annual Shakespeare-in-the-Park summer tour. As a professional theatre company and non-profit arts organisation, our mandate is to deliver professional, classically based, visually dynamic theatre that is accessible to all, regardless of income, culture, language, age or education. Much of the year is spent preparing for our beloved seasonal tour, which brings a fully-realised production to multiple parks across the island of Montréal and beyond each summer. Our "off season" can also consist of various activities, including our Words With Will play development series. We are a small team that accomplishes big things, and we're looking for the person who will help make those big things happen!

Responsibilities of the General Manager

The General Manager is responsible for the overall administration and daily operations of the company and its activities. Working closely with and reporting to the Artistic and Executive Director (AED), the General Manager oversees the yearly budget and works to ensure the ongoing viability and long-term sustainability of the company. The General Manager builds and maintains relationships with major stakeholders in the company (funders, granting bodies, parks, donors, colleagues in the community, etc) and provides HR support/guidance to short-term contract staff. The General Manager works with the Director of Communications to ensure a cohesive company image, and is responsible for keeping the Board of Directors regularly informed of the organisation's financial and administrative situation.

(For a detailed job description, see the appendix below)

Qualifications and Qualities

The ideal candidate for this role will:

- Have education/training in a related field and relevant experience;
- Have demonstrable knowledge of and experience with the various responsibilities outlined in the detailed job description (see appendix below)
- Have experience in administrative leadership (ideally in a non-profit arts organisation), including organisational advancement;
- Have excellent communication skills in English and French (spoken and written);
- Have excellent organisational skills;
- Have experience with (and enjoy!) budgets and financial management;

- Be able to work both independently and as part of a team, to lead when needed and support when required;
- Be both a big-picture thinker and detail-oriented doer;
- Have knowledge of HR and governance processes and accounting principles;
- Have an awareness of the local and national arts landscape;
- Be passionate about Repercussion Theatre's mission and activities.

Contract Details

This is a full-time position, but with a good deal of flexibility.

The full details will be worked out with the chosen candidate, but below is a general outline of the current working structure (which is determined and updated regularly, depending on the needs of the organisation and those working with us).

Off season (September to April): We work in a hybrid model, with 1-4 team zoom meetings per week (depending on the activities taking place). The GM is expected to be at the office as needed (approximately 2-4 days per week) and work remotely the rest of the time. Our office is currently located at 460 St Catherine street west, in the heart of downtown Montréal.

Shakespeare-in-the-Park season (May-August): This is the most intensive time of the year for us, with the team swelling from 3-5 employees to over 30 contractors, artists, workers and volunteers.

Time off: We generally close the office for a week following the summer tour, and for two weeks at the end of December. We also often reduce our work week to 4-days during much of the off-season.

Salary: \$40-\$43K annually

This posting will remain open until the position is filled.

Ideal starting date is January 2023, with paid training in December 2022.

How to apply

Repercussion Theatre is committed to equity and diversity, both on and offstage. We highly encourage applications from all cultural backgrounds, abilities, and gender identities.

To apply, please send a cover letter and CV to hr@repercussiontheatre.com to the attention of Amanda Kellock (Artistic and Executive Director) and the Hiring Committee. (Questions about the posting or position can also be sent to this email address.)

Job Description: General Manager of Repercussion Theatre

The General Manager is responsible for the overall administration and daily operations of the company and its activities. Working closely with and reporting to the Artistic and Executive Director (AED), the General Manager oversees the yearly budget and works to ensure the long-term sustainability of the company. The General Manager will build and advance relationships with major stakeholders in the company (funders, granting bodies, parks, donors, colleagues in the community, etc) and provide HR support/guidance to short-term contract staff. The General Manager will work with the Director of Communications to ensure a cohesive company image, and is responsible for keeping the Board of Directors regularly informed of the organisation's financial situation.

Note that this list represents the current responsibilities of the General Manager, which may change as the needs of the company evolve.

Detailed list of duties and responsibilities:

Administration/Financial Management

1. With the Artistic and Executive Director, create an operating budget for each year; closely and regularly monitor the operating budget, to ensure the year's financial control.
2. Oversee the bookkeeper in doing monthly reconciliations and entering payroll transactions in Quickbooks online.
3. Oversee the bookkeeper to ensure GST/QST reporting is done quarterly.
4. Monitor cash flow and alert the AED if the line of credit needs to be used.
5. Act as second signing officer for all financial documents and transactions.
6. Keep insurance updated (board and general liability).
7. Monitor Receivables/Payables (cheques and online payments), including credit card payments and other annual/monthly payments.
8. Make deposits as needed (up to daily during tour)
9. Administer payroll (for 3-5 workers in the off-season and up to to 45+ workers in the summer)
 - a. Run weekly payroll in online payroll system (currently Desjardins)
 - b. Ensure that employee files are updated and amounts received are correct in December in anticipation of tax season
 - c. Download and mail tax receipts (T4/T4A/RL1)
10. Issue tax forms not covered by payroll (i.e. T5 for royalties) and submit tax summaries.
11. Prepare and submit CNEST annual declaration.
12. Schedule audit and provide necessary materials to the auditor (contracts, monthly account statements, invoices & payment records, etc.).
13. Monitor and respond to the general company email account and voicemails.

14. Create and update contractor email accounts and server access.
15. Maintain phone system and update virtual receptionist & voicemail greetings.
16. Schedule IT support as needed.
17. Keep track of and ensure organization of important files.
18. Approve/carry out purchase of office supplies.
19. Issue and keep track of keys.
20. Ensure adequate function of all office equipment.

Board Relations

1. Schedule and attend all meetings.
2. Create agendas and administrative reports (including financial updates) for board meetings.
3. With the Secretary, review and distribute meeting minutes.
4. Organize and participate in Finance Committee meetings, including providing budget drafts in February/March, as well as cashflow reports, budget projections, and other documents as deemed necessary.

Human Resources

1. With the AED, hire, train and supervise new employees (4+/- per year: Communications assistant, Development Assistant, Volunteer Coordinator, Concessions Assistant)
2. Apply for Canada Summer Jobs, Young Canada Works, and Emploi Québec positions; fill in necessary paperwork and reports.
3. Create contracts for employees and contractors, including tour personnel (such as artists and designers affiliated with CAEA, APASQ), and ensure their timely payment (although the General Manager is not directly responsible for the management of the production personnel)
4. Monitor working hours of employees as needed.
5. Manage and respect the basic conditions of work under applicable workplace laws including with respect to labour/employment standards, pay equity, occupational health and safety, privacy and human rights , for all employees.
6. Stay current with Canadian Theatre Agreement standards.

Shakespeare-in-the-Park

1. Build/maintain relations with Parks to book the summer shows beginning in the Fall/Winter.
2. Write up park contracts and ensure they are signed in the Spring.
3. Oversee the concessions tent; order supplies before and during the tour; train the Concessions Assistant on their duties, including using Square point of sale equipment; track sales and restock items as needed.
4. Count on-site sales and donations (cash, cheque, and card) and make regular deposits accordingly.

5. Oversee and update the online store as needed, including for VIP package sales in the summer; oversee order fulfillment and shipping.

Development

1. With the AED, evaluate the company's financial needs with respect to current and projected activities, and determine potential sources of funding.
2. With the AED, craft multi-year and project applications to governmental funding bodies – CALQ, CALQ Touring, CAM, CAM en Tournée.
3. Complete and submit annual grant reports for CALQ Operating, CALQ Touring, CAM Operating, CAM en Tournée.
4. Keep track of deadlines for applications to foundations and corporations, and (with the AED) determine the best approach.
5. Draft and send tour and concessions sponsorship applications; send sponsorship reports as needed.
6. Research possible sources of income (foundations, corporations).
7. Oversee the Development Assistant (when applicable) in updating and maintaining donor database (currently DonorPerfect) and issuing tax receipts; take on these duties when there is no Development Assistant in the off-season.
8. Ensure follow-up and proper acknowledgment of donors and sponsors (in coordination with the Director of Communications when needed)
9. Suggest strategies for increasing/improving donor relations and donations.
10. Attend relevant events as representative of the company (i.e. CAM presenters' meeting)