

# SEARCHLIGHT RECRUITMENT

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## *Position Specification*



<b>ORGANIZATION</b>	Western Canada Theatre
<b>ROLE</b>	Executive Director
<b>LOCATION</b>	Kamloops
<b>COMPANY WEBSITE</b>	<a href="https://www.wctlive.ca/">https://www.wctlive.ca/</a>
<b>REPORTS TO</b>	Board of Directors
<b>DIRECT REPORTS</b>	Director of Finance, Director of Marketing & Communications, Director of Growth & Engagement, Director of Education & Outreach, Director of Production, Associate Producer, Manager of Ticketing & Patron Services, House Manager & Volunteer Coordinator, Rentals & Facilities Coordinator
<b>TYPE</b>	Permanent, Full Time
<b>CITY OF KAMLOOPS</b>	<a href="https://www.tourismkamloops.com/">https://www.tourismkamloops.com/</a>

### **THE ORGANIZATION**

*Whether to inspire, enrich, or most of all, entertain, we boldly make outstanding live art happen here.*

Western Canada Theatre is honoured to be Kamloops' own nationally acclaimed live professional theatre company. WCT is grateful to have been creating on Tk'emlúps te Secwépemc territory within the traditional lands of the Secwépemc Nation since 1969 and to have its roots in youth theatre.

WCT believes local is global and bravely launches and performs outstanding live theatre through stories that resonate in Kamloops and beyond on three unique stages.

WCT does this by engaging with the community both onstage and off, in classrooms and rehearsal halls, in digital spaces and throughout the city. WCT is a vital local creative asset and is proud to originate professional works that are recognized regionally and nationally, presenting plays of acclaimed producing companies from all parts of Canada

WCT operates and manages purpose-built administrative, rehearsal, and performance spaces in Kamloops, including the 165-seat Pavilion Theatre and the 685-seat Sagebrush Theatre.

# SEARCHLIGHT RECRUITMENT

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Over the last 40 years WCT has grown into one of the largest producing theatres in BC. Creating a remarkable impact on the national theatre landscape: producing premieres of important new Canadian work. WCT has provided training some of Canada's finest theatre professionals and showcasing our work and our artists across the country.

Highlights of WCT's commitment to the community include educational ventures and regular theatre school classes in production, specialized workshops for children with Down Syndrome and those on the Autism spectrum; developing and promoting new and established Indigenous and Canadian programming and providing opportunities for female playwrights and directors.

## **ABOUT KAMLOOPS**

Like many communities in B.C., the City of Kamloops is experiencing growth and a rapidly changing identity.

With over 100,000 residents, Kamloops has a cultural composition, age profile and other demographic attributes that reflect the shifting nature of its population. While most residents of Kamloops are of Western or Northern European origins, there are a growing number of Asian, Aboriginal, and other North American groups in the region. Opportunities exist to reflect this demographic and cultural shift in planning and developing programming and events to reflect the needs of the community.

Kamloops is one of Canada's premier host centres for developing amateur sport, tournaments, cultural events, high performance training camps and national and international competitions. As Canada's Tournament Capital, the city fosters a grassroots philosophy of inclusion, accessibility, and sport development. Incorporated as a city in 1893, Kamloops has transitioned into an urban city while maintaining its western hospitality. The city is home to Thompson Rivers University and benefits from the influx of students and infrastructure related to higher education.

Of note to visitors and tourists, Kamloops is a major stop on the Rocky Mountaineer scenic rail line between Vancouver, British Columbia and Banff, Alberta. The nearby Sun Peaks Resort – the second-largest ski area in Canada - draws outdoor enthusiasts to Kamloops from across British Columbia and Alberta and from around the world.

The city also takes pride in its vibrant arts community. Year-round locals and visitors alike enjoy professional and emerging art galleries and displays throughout the city. Amateur and professional theatre, music festivals, and established and emerging arts and culture organizations and events are held annually in public venues.

Kamloops is a perfect destination for those looking for year-round outdoor activities and a rich cultural life in a compact community that is easy to navigate.

# SEARCHLIGHT RECRUITMENT

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## **THE POSITION**

This is an exciting opportunity to co-lead one of Canada's most innovative, dynamic, and successful regional theatre companies. As WCT embarks on an exciting new future of theatrical performance and production, the company is seeking an experienced Executive Director (ED) to work in a co-leadership role with Artistic Director (AD) James MacDonald.

The successful candidate will be an exceptional administrative leader who will collaborate with the creative, administrative, and production teams of WCT - in partnership with the AD - to create and implement a bold vision for the company's future success.

The ED thrives in building positive and meaningful relationships with staff, artists, Board members, audiences, donors, and community members to support WCT's goals. An energetic and inspirational leader, the ED is a champion of equity, diversity, inclusion and anti-racism.

## **RESPONSIBILITIES**

### *Organizational Leadership*

- Lead and manage the administrative and business operations of WCT.
- Oversee organizational finances, business development, facility management, and the Kamloops Live! Box Office.
- Establish a strong, complementary, and effective working relationship with the AD.
- Develop and foster the highest standards of creativity, collaboration, and inclusion, as well as fiscal, operational, and administrative excellence.
- Report to the board and prepare and provide relevant information including regular financial updates and forecasts.
- In partnership with the AD and the Board of Directors, implement the strategic plan.
- Utilize both traditional methods and innovative digital strategies and analytics to reach and engage new and diverse audiences.
- Ensure human resources is run with compassion and efficacy.
- Mentor team leaders and direct reports. Monitor staff engagement and organizational culture.
- Establish a strong and valuable working relationship with the Board Chair and Board of Directors.
- Work with Board of Directors and WCT staff to develop and implement policies and procedures to mitigate risk.
- Implement and oversee approved budgets.
- Oversee the management and operation of WCT facilities.
- Create, monitor, and implement WCT's contractual agreements and obligations (e.g., CTA, ADC, PGC, co-productions).

# SEARCHLIGHT RECRUITMENT

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- Possess a strong business acumen that will support the growth and ongoing success of WCT.
- A keen knowledge and interest in adopting technology and innovative business practices into the ongoing operations of WCT.

## *Fundraising & Sponsorship*

- Generate and steward relationships with government agencies, corporate sponsors, and individual donors, including identifying and securing new funding sources and partnerships.
- Build relationships with key local, provincial, and national government representatives, including the BC Arts Council and Canada Council.
- Create partnerships and relationships to both drive revenue and increase awareness of WCT in the community.
- Manage major grants, including writing, submitting, monitoring, and reporting outcomes in accordance with established requirements.

## *In Collaboration with the Artistic Director*

- Work with the AD to develop production and related budgets to support the artistic vision of WCT within a sustainable financial framework.
- Work with the AD on fund development, sponsorship, donor relations, marketing, and publicity.
- Along with the AD be the public face of WCT and represent the company in Kamloops and the surrounding region.
- Create an open, collaborative, and productive environment for staff, artists and volunteers.
- Participate in and advise regional, provincial, and national committees and organizations (e.g. PACT).
- Ensure WCT represents and is accessible to the broad and diverse community.

## **CANDIDATE QUALIFICATIONS**

- Minimum five years of senior management experience in a producing theatre organization or in the performing arts in general or multi-faceted, complex organization.
- Demonstrated experience in budgeting, financial forecasting, and reporting.
- Strong leadership and communication skills, with the ability to establish and build relationships with key stakeholders.
- Demonstrated understanding of and proven commitment to the values of equity, inclusion, and diversity with a track record of inclusive, strategic leadership and collaboration.
- Experience in theatre facilities management is an asset.
- Solid understanding of the business side of the performing arts, including producing, marketing, venue management, subscription and ticket sales, pricing/scaling tactics, and artist and labour relations.

# SEARCHLIGHT RECRUITMENT

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- An understanding of digital and social media as they relate to marketing and communications.
- Proven success in fundraising including individual giving, foundations, corporate sponsorships, and government funding.
- Demonstrated experience working with and reporting to a Board of Directors.
- Alignment with WCT's mission, vision, and values.

## **CANDIDATE ATTRIBUTES**

- A dynamic leader with a passion for excellence, and a demonstrated ability to inspire colleagues and stakeholders.
- A consensus builder with the ability to delegate, inspire and manage.
- Strong organizational management skills, detail-oriented, strategic, and disciplined.
- Demonstrated commitment in co-leadership; able to collaborate with WCT's AD to support the development and execution of the organization's artistic vision and goals.
- A strong talent manager who invests in skill building, celebrates success, and is an approachable coach and mentor.

## **COMPENSATION**

A competitive, experienced-based compensation package will be provided. Salary range is between \$75,000 to \$90,000.

## **HOW TO APPLY**

Western Canada Theatre is committed to reflecting the diversity of our community and our country. We are an equal-opportunity employer and welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, sexual orientations, and abilities.

WCT thanks all candidates for their interest, however, will only contact those selected for interviews.

Please submit your application by emailing your cover letter and résumé to [WCT@searchlightpartnersgroup.com](mailto:WCT@searchlightpartnersgroup.com), no later than August 31, 2022.

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