



The Corporation of the Town of Petrolia  
is seeking a

## **General Manager for Victoria Playhouse Petrolia**

The Town of Petrolia is nestled in the heart of Southwestern Ontario's Lambton County and framed by Lake Huron and the St. Clair River. The Town's commitment to the preservation of its history supports a quality of life that energizes its residents and inspires its visitors. Petrolia boasts excellent schools, a hospital and an outstanding community and wellness centre.

**Position:** VPP General Manager

**Department/Location:** Administrative Offices

**Type:** Permanent, Full-Time

**Union/Non-Union:** Non-Union

**Wage Scale:** \$50,000.00 to \$60,832.65 annually, plus full benefits

### **General Outline:**

Reporting to the Director of Marketing, Arts & Communication, this position provides an excellent opportunity as a working, hands on Manager.

Working in a 100% collaborative environment that includes artists, producers, & marketers the General Manager works side by side with the Artistic Directors, acting as the theatrical company manager and assisting in producing of season and other events.

Active participation in internal and external activities and committees, daily decision-making, control and strategic thinking is imperative in management and financial areas.

This role involves occasional public speaking as a representative of the VPP and frequent evening and weekend activities.

### **Requirements, preferred Skills, and preferred Certifications:**

- Post-secondary degree or equivalent in theatre or in a related field preferably in Arts Administration or Business Management, a minimum of seven (7) years of Art venue management experience or ten (10) years' experience in a related field;
- Strong verbal, writing and outstanding proofreading skills in English;
- Strong sense for creative processes, and ability to anticipate and support the needs of theatrical artists and producers;
- Exceptional time management and organizational skills, able to coordinate a variety of activities simultaneously;
- Exceptional interpersonal and leadership skills;
- Familiarity with, and deep interest in, the theatre industry;
- Experience with the contracting of artists, and awareness of trends in production in the context of the Canadian Theatre Agreement;
- Experience with marketing, production, communications for the performing arts;
- Computing skills including MS Office, Adobe CS and social media;
- Ability to evaluate and manage priorities and adapt quickly to a fast-paced, complex environment;
- Ability to work effectively in a team environment;

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.

- Ability to maintain discretion and absolute confidentiality at all times;
- Experience and/or interest in arts education is an asset;
- Experience in sponsorship and funds development
- A past record of satisfactory attendance and punctuality is a requirement\*.  
\*Regular attendance at work is an expectation of employment and an essential part of every job.
- Criminal record check, vulnerable persons check;
- Availability to work a variety of hours outside of standard business hours;

Detailed job description can be found at [www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)

Deadline for applications is no later than **12 noon Friday, July 13, 2018**

Resumes clearly marked *General Manager – VPP* to be directed in confidence to the attention of:

Richard Poore, Director of Cultural Services

Town of Petrolia

411 Greenfield Street

Petrolia, ON N0N 1R0 [rpoore@petrolia.ca](mailto:rpoore@petrolia.ca)

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