



VPP General Manager

Department/Location: VPP/Municipal Administration Office

Type: Permanent, Full-Time

Union/Non-Union: Non-Union

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

Immediate Supervisor:

Director of Marketing, Arts & Communication

Subordinate Positions:

Box Office Personnel

Front of House Personnel

Job Summary & Responsibilities:

1. IMPLEMENTATION OF THE VPP BUSINESS PLAN AS APPROVED BY COUNCIL.
2. RESPONSIBLE FOR EXTERNAL AND COMMUNITY RELATIONS, STRATEGIC PLANNING AND ARTISTIC AND PROGRAMMATIC POLICY FOR VICTORIA PLAYHOUSE PETROLIA.
3. ASSIST WITH THE DEVELOPMENT OF THE ANNUAL BUSINESS PLANS AND BUDGETS (OPERATING AND CAPITALS) PREPARED FOR THE DEPARTMENT.
4. MONITORING OF THE ADMINISTRATIVE PERFORMANCE OF DEPARTMENT AGAINST BUSINESS PLANS/BUDGET.
5. ANALYSIS OF DEPARTMENTAL VARIANCE REPORTS AND DEVELOPMENT OF CORRECTIVE ACTION WHERE NECESSARY.
6. EXPLORE AND EXPAND OPPORTUNITIES FOR PROGRAMMING.
7. RESPONSIBLE FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN ANNUAL OPERATION REVENUE AND EXPENSE BUDGET, WHICH INCLUDES PROJECTED TARGET SHOW-BY-SHOW ECONOMICS OF DIRECT AND INDIRECT COST, AND PROJECTED TICKET PRICES. DEVELOP AND MAINTAIN A ROLLING 3-YEAR PRO FORMA BUDGET FOR ANNUAL REVIEW BY COUNCIL.
8. DEVELOP AND IMPLEMENT A CAPITAL EXPENSE BUDGET WHICH INCLUDES COORDINATING ALL ADMINISTRATIVE FUNCTIONS INCLUDING THOSE ASSOCIATED WITH THE VPP BUSINESS PLAN.
9. REVIEW FINANCIAL REPORTS ON A MONTHLY BASIS, AND ENSURE THAT VICTORIA PLAYHOUSE PETROLIA IS OPERATING WITHIN BUDGET GUIDELINES AND POLICIES.
10. RESEARCH FUNDING OPPORTUNITIES TO DEVELOP AND IMPLEMENT ANNUAL REVENUE GENERATING PLANS.
11. ASSIST IN THE PREPARATION OF PROPOSALS, REPORTS, AND GRANT APPLICATIONS.
12. DEVELOP AND IMPLEMENT STRATEGIES TO GARNER FINANCIAL AND OTHER SUPPORT FROM PRIVATE AND PUBLIC SECTORS.
13. Shall be the person responsible for ensuring proper health and safety policies and procedures are being followed by all staff.
14. Shall be the person responsible to making sure that all staff receives proper training in health and safety policy and procedures.



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15. WORK CLOSELY WITH GUEST DIRECTORS, DESIGNERS, CHOREOGRAPHERS, COMPOSERS, WRITERS, PERFORMERS, TUTORS, TECHNICIANS AND OTHER ARTISTIC PERSONNEL TO ENSURE OPTIMAL RETURN ON INVESTMENT OF EACH SHOW.
16. AUDITION, INTERVIEW, HIRE, ORIENTATE AND BE RESPONSIBLE FOR PROVIDING PAYROLL INFORMATION/SIGNED CONTRACTS OF ALL TECHNICAL AND ARTISTIC PERSONNEL (ACTORS, DESIGNERS, DIRECTORS, MUSICIANS, STAGE MANAGEMENT, COMPOSERS, PHOTOGRAPHERS, PLAYWRIGHTS, ETC.)
17. WORK WITH THE MARKETING MANAGER IN DEVELOPING ELEMENTS OF THE MARKETING PLAN FOR VICTORIA PLAYHOUSE PETROLIA.
18. ESTABLISHMENT OF OPERATING PROCEDURES, WORK METHODS AND STANDARDS AND APPLIES KNOWLEDGE OF THE WORKPLACE SAFETY POLICY AND RELEVANT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION TO PROTECT THE HEALTH AND SAFETY OF EMPLOYEES.

COMMUNICATIONS/REPRESENTATION

1. DEVELOPMENT AND MAINTENANCE OF A CONTACT NETWORK OF COUNTERPARTS IN OTHER MUNICIPALITIES; PARTICIPATION IN ON-GOING EFFORTS TO EXPLORE AND OPTIMIZE SHARING OF SERVICES WHERE APPROPRIATE.
2. REPRESENTATION OF THE DEPARTMENT (AND TOWN WHEN ASSIGNED) WITH INDIVIDUAL CITIZENS, COMMUNITY GROUPS AND/OR ASSOCIATIONS, VOLUNTEER GROUPS AND COMMERCIAL INTERESTS.
3. SERVES AS THE SPOKESPERSON FOR THE VICTORIA PLAYHOUSE PETROLIA AND REPRESENTS THE ORGANIZATION ON A REGULAR BASIS IN THE COMMUNITY, IN LOCAL ORGANIZATIONS AND WITHIN THE ARTS PRESENTING COMMUNITY. INTERFACES WITH AUDIENCES WHEREVER POSSIBLE.
4. WORKS WITH MARKETING MANAGER RELATIONSHIP WITH MEDIA CONTACTS AND THE IMPLEMENTATION OF A COMPREHENSIVE AND EFFECTIVE PUBLICITY CAMPAIGN FOR MEDIA COVERAGE

Job Requirements:

Qualifications:

THE IDEAL CANDIDATE WILL HAVE PREVIOUS SENIOR EXPERIENCE IN LEADING AN ARTS VENUE, A MINIMUM OF SEVEN YEARS OF NOT FOR PROFIT ARTS VENUE MANAGEMENT, A BA OR BS DEGREE, PREFERABLE IN ARTS ADMINISTRATION OR BUSINESS MANAGEMENT, OR 10+ YEARS OF EXPERIENCE IN A RELATED FIELD. ADVANCED DEGREE PREFERRED

Skills:



JOB DESCRIPTION

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THE GENERAL MANAGER MUST BE A STRATEGIC THINKER AND A RELATIONSHIP BUILDER, WHO MAINTAINS A HIGH PROFESSIONAL PROFILE, CAN SECURE FINANCIAL RESOURCES, AND, WITH HIS OR HER STAFF, IS ABLE TO DEVELOP UNIQUE COLLABORATIVE RELATIONSHIPS WITH OTHER ORGANIZATIONS.

EXCEPTIONAL ORAL AND WRITTEN COMMUNICATION SKILLS, A TRACK RECORD IN BUILDING COMMUNITY PARTICIPATION AND PARTNERSHIP, AND THE ABILITY TO DEAL HUMANELY AND WISELY WITH A BROAD SPECTRUM OF PERSONALITIES.

Efforts:

THE GENERAL MANAGER MUST BE ABLE TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH ELECTED OFFICIALS, THE MEDIA, ARTISTS, BOARD MEMBERS, ARTIST MANAGERS, OTHER ARTS GROUPS, SPONSORS, EDUCATIONAL INSTITUTIONS, VOLUNTEERS, AND THE AUDIENCE.

Working Conditions:

**OFFICE ENVIRONMENT
VARIED WORKING HOURS**

Approved

**By: _____
CAO**

Date: _____

Received at Clerks Office

**By: _____
Clerk**

Date: _____

*Created:
Revised:*