

## **JOB OPPORTUNITY (TORONTO): GENERAL MANAGER – MIXED COMPANY THEATRE**

**TITLE:** General Manager

**POSITION STATUS:** Full-time Employment (35 hours per week)

**REPORTS TO:** Mixed Company Theatre's Board of Directors

**SALARY:** To be determined based on experience

**POSTED ON:** Wednesday, November 16<sup>th</sup>, 2022

**CLOSING DATE:** Friday, December 9<sup>th</sup>, 2022

**TARGET START DATE:** Monday, January 9<sup>th</sup>, 2023

### **ORGANIZATIONAL OVERVIEW**

**Mixed Company Theatre (MCT)** is a Toronto-based not-for-profit company that produces innovative, socially relevant drama as a tool for positive change. Founded as an artist-run collective in 1983, this nationally recognized company today uses Forum Theatre and interactive arts to Educate, Engage and Empower audiences in schools, communities, and workplaces.

As the needs of marginalized communities across Canada shift, MCT would like to give people the opportunity to engage in creative, and critical dialogue about how to effect tangible changes in the face of systemic injustices. Working in educational, workplace, and community settings, MCT helps people rehearse for real-life situations of oppression, thereby empowering communities to address these issues and make strides towards a better world for everyone.

### **POSITION SUMMARY**

MCT is currently on a search for a **General Manager** to further the organization's business operations and growth in the market, including the day-to-day administration tasks, financial management, fund/grant develop, personnel management, board liaison duties and company infrastructure and data management tasks.

The General Manager reports to MCT's Board of Directors and, in tandem with the Artistic Director, carries out MCT's mandate while also advancing the organization's current strategic priorities. Communication between these two senior leaders is important and the staff team will work on projects together.

### **JOB DESCRIPTION**

#### ***Board Liaison:***

- Schedule and prepares all materials for Board meetings

- Ensure appropriate follow up and execution on all Board decisions.

### ***Financial Management:***

- Create MCT's annual budget, project budgets, monitors tour budget/spend, and other company projects, events and activities as required.
- Prepare and manages Company Cash Flow.
- Liaison with Board appointed bookkeeper and accounting firm to completing monthly and annual audit activities.
- Prepare all CRA Payroll and HST remittances according to monthly, quarterly and annual tax filing schedules - in association with Board appointed accounting firm.
- Track Receivables, Payables and all banking transactions
- Prepare Company Payroll and issues all invoices and cheques.
- Be responsible for Company banking – deposits, monitoring accounts, liaising with Bank contacts.

### ***Fund / Grant Development:***

- Develop and execute Company Grant Plan tying it to Company Strategy and Artistic Program Plan.
- Establish / Initiate meetings with funding contacts, partners, sponsors and supporters
- Prepare Grant applications and reports to funding bodies
- Develop and initiates donor campaigns.
- Prepare and issue reports, permits, and tax receipts to all funding bodies as outlined under funding agreements.

### ***Personnel Management:***

- Prepare all Administrative and Artistic Contracts
- Manage, develop, and guide staff on daily activities and company project work.
- Oversee interviewing and hiring of new staff.

### ***Company Infrastructure and Data Management:***

- Accurately monitor and track company projects
- Oversee maintenance of Company computers, phones, printers and associated vendor and supplier relationships and contracts.

## **WORK ENVIRONMENT**

MCT supports a hybrid working environment, with a flexible work-from-home and office schedule.

## **HOW TO APPLY**

Applicants are asked to submit a cover letter and resume, in one PDF document addressed to Daniel Booth, MCT Board of Director's President at [info@mixedcompanytheatre.com](mailto:info@mixedcompanytheatre.com). Your cover letter and resume should clearly outline previous experience relating to the position.

**Applications must be submitted no later than 11:59pm EST, on Friday, December 9<sup>th</sup>, 2022.**

## **APPLICATION PROCESS**

Virtual Interviews will commence, after the submission deadline. Only suitable candidates will be contacted, and interviews with MCT's leadership team and Board will occur shortly afterwards

MCT is an equal opportunity / affirmative action employer. As an equal opportunity and inclusive employer, MCT welcomes applications from all qualified individuals.

All applicants will be notified, either way whether they have been selected for an interview.

To learn more about MCT, please do not hesitate to check their website at [www.mixedcompanytheatre.com](http://www.mixedcompanytheatre.com).