



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for the full-time position of Theatre Manager in the Business Development, Tourism and Modernization Division of the Corporate Services Department.

DUTIES

- Develop and administer Council approved operating and capital budgets. Monitor actual performance against budget and provide forecasts, reports and analysis of various revenue centers as required.
- Responsible for actively selling the Opera House as a rental venue to a variety of clients including commercial shows, community and non-profit rentals and business meetings.
- Propose an annual program of in-house events/productions that reflect and balance the needs for net revenue generation with the values and tastes of a variety of audiences including the community and tourists. Program content considers an appropriate mix of family-oriented productions, general interest, workshop/camps and education programs.
- Plan, approve and execute marketing programs for the Opera House, manage social media platforms and maintain the corporate website.
- Provide leadership to a diverse team of staff to achieve the goals of the Department through advice, completion of annual performance reviews, and coaching to full-time, part-time, and volunteer staff.
- Source and secure revenue through corporate sponsorship and grants for staff, programming and capital expenditures.
- Work with the Environment and Infrastructure Services Department on a multi-year capital improvement plan for the facility.
- Work with the Director, Business Development, Tourism and Modernization and the Technical Director to develop relevant policy and procedures for the theatre.
- Outmanage all administrative duties including timesheets, accounts payable/receivable, deposits, inventory monitoring, scheduling and related activities.

QUALIFICATIONS

- Post-secondary degree in Arts Administration, Business Administration, Cultural Management/Planning, or related field, together with three years of experience.
- Extensive knowledge of programming and managing a performing arts facility.
- Proven creative ability with sponsorship development, grant applications, and working with volunteers.
- Excellent communication, organizational, analytical, coaching, time management, financial management, strategic planning and supervisory skills.
- Excellent computer skills using MS Office Suite including Outlook, Excel, Word, email and the internet. Experience with Tixhub and web content management software an asset.
- Previous work on Canadian Actors Equity Association productions required.
- First Aid/CPR, SMART Serve and Food Handling Certification.
- Must possess a valid class 'G' Ontario driver's licence in good standing with access to a reliable vehicle.
- An acceptable Criminal Record Check is required for this position at the incumbent's expense before commencement of employment.



City of Orillia
Corporate Services Department
Business Development, Tourism and Modernization Division
Theatre Manager

Compensation for this position is \$80,870 to \$87,470 based on a 35-hour work week, plus a comprehensive benefits package. Interested candidates are invited to submit their application by April 3rd, 2024 at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5.