

Careers

Community Theatre Manager



The City of Kelowna is seeking an experienced and highly motivated Community Theatre Manager to provide strategic and operational leadership for the Kelowna Community Theatre. This position is responsible for ensuring the theatre operates as a professional, welcoming and financially sustainable cultural venue that supports the artistic and cultural vitality of the community. The successful candidate will cultivate strong relationships with local and touring artists, arts organizations, industry professionals, patrons and the broader public, while overseeing all aspects of theatre operations. Responsibilities include customer service, rental operations and marketing, and facility and equipment maintenance with a strong focus on delivering high-quality experiences and fostering community engagement through the performing arts.

Qualifications

- Post-secondary Diploma or Degree in theatre or event management, business, marketing or equivalent training, plus 5 years of experience in performance venue management.
- Strong verbal and written communication skills, including experience with preparation of formal reports and grant applications.
- Ability to negotiate effectively.
- Tact and diplomacy in dealing with clients and the public.
- Training and experience with theatre booking, ticketing and POS systems.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighborhoods, and a world-renowned College and University. You're only a quick link to the world via Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$97,550 to \$113,800, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **July 6, 2026**.

Applicants not contacted within three weeks of the closing date are thanked for their interest