



## **THEATRE CALGARY**

### **Director of Finance & Administration**

**THEATRE CALGARY** is seeking a creative, and energetic individual to serve as its next Director of Finance & Administration. Reporting to the Executive Director, the Director of Finance & Administration guides Theatre Calgary's financial policy and direction while also being an active partner with the senior leadership team in planning the organization's future strategy and implementing ongoing operations. They will lead all financial administration, business planning, budgeting, and human resource administration. The Director of Finance & Administration collaborates closely with peers on the senior leadership team, as well as the Board Chair, and Chair Audit and Finance Committee. The Director of Finance & Administration directly supervises the Front of House, Bar Staff, Accounting Department, and Administrative Specialist.

As an integral senior member of the Theatre Calgary Team, the Director of Finance & Administration will play an active role as a thought-partner in planning for the organization's overall advancement strategies. Supporting, assisting, and partnering with the Executive Director, the Director of Finance & Administration will operationalize the strategic plan while building a thriving, creative and diverse culture serving the Calgary community. The Director of Finance & Administration will conceptualize and implement a plan to grow Theatre Calgary's philanthropic leadership giving base, implementing appropriate delivery and support systems, and evaluating results.

This is an exciting and unique opportunity for a finance professional who can bring together their vision, experience, and passion for theatre in Calgary. The ideal candidate will want to invest themselves in the success and growth of Theatre Calgary and will find personal fulfillment in being part of the future.





## The Organization

Theatre Calgary traces its origins to the 1960s grassroots movement for local professional theatre. The company formed from the city's two most prominent amateur theatre groups: Workshop 14 and the Musicians' and Actors' Club. Workshop 14 had been founded in 1944 by students of local theatre pioneer Betty Mitchell and took its name from Mitchell's drama classroom at Western Canada High School. The Musicians' and Actors' Club (fondly known as MAC) began as a social club in 1963, with meetings held the basement bar of the derelict Isis movie house on 1st St SW, but members soon took to staging short plays and musical revues in the upstairs hall. The two groups merged in 1966 as MAC 14. Then, on July 1st, 1968, MAC 14 became Theatre Calgary, the city's first fully professional theatre company. Christopher Newton, who would later lead the Shaw Festival for more than two decades, was appointed Theatre Calgary's first Artistic Director.

The new company performed in the Betty Mitchell Theatre at the Allied Arts Centre, a converted tractor showroom at 9th Ave and 8th St SW that later became known as the QR Centre. In its first two decades, Theatre Calgary presented a mix of classic and new plays, including premieres by Canadian writers such as John Murrell, W.O. Mitchell, and Sharon Pollock. In 1985, Theatre Calgary became the resident company of the Max Bell Theatre in the new Calgary Centre for the Performing Arts (now Arts Commons). In this striking new performance space, both grand and intimate, the company dedicated itself to large-scale productions of classics, period pieces, and musicals.

Over the past 12 years, Theatre Calgary has engaged in national and international collaborations while at the same time, Theatre Calgary's FUSE Enbridge New Play Development Program has led directly to the world premieres of many new Canadian works on the Max Bell stage. The company also deepened its commitment to Calgary's theatre community, presenting an annual co-production in One Yellow Rabbit's High Performance Rodeo and producing Shakespeare by the Bow, Calgary's outdoor summer theatre festival starring emerging artists. Theatre Calgary has become a model of strong fiscal management in the Canadian arts sector, which continues to this day.

In April of 2017, Stafford Arima joined Theatre Calgary as their new Artistic Director, succeeding Dennis Garnhum. The Canadian-born Arima arrived at Theatre Calgary following a successful career in New York. In 2020, Theatre Calgary announced the engagement of Executive Director Maya Choldin to work in partnership with Arima.

The Mission of Theatre Calgary is to stimulate, provoke, and delight through ambitious programming created to ignite local, national, and international engagement and their Vision is to stand amongst the best theatres globally as a leader in innovative, impactful, and diverse programming.

Theatre Calgary reflects the communities, the country, and the world we live in with ambitious programming, passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classical and contemporary plays, featuring the best artists from Calgary and across the country.

## The Community

Calgary offers all the energy of a large metropolitan city with the warm and welcoming spirit of a connected community. Calgary was ranked the most livable city in North America and the 5th most livable city in the world by the *Economist Intelligence Unit* (2009-2019). A city with diverse communities and endless opportunities, Calgary is a city that will surprise you. Calgarians enjoy more days of sunshine than any other major Canadian city - 333 days per year in fact and is home to more than 1.4 million people with a median age of Calgarians of only 37.2 years. Calgary is the third most diverse major city in Canada with more than 120 languages spoken in the city and Calgarians are community-minded; Albertans hold the 2<sup>nd</sup> highest national volunteer rate at 55 per cent. The face of Calgary is changing. Walk through any neighbourhood and you will meet people who have moved here from all over the world.



## Director of Finance & Administration Role & Responsibilities

**Reporting to the Executive Director, the Director of Finance & Administration will be responsible for:**

- Guiding financial decisions by establishing, monitoring, and enforcing internal controls, and operational policies and procedures; make recommendations for increased efficiency and effectiveness.
- Coordinating and directing daily and periodic accounting operations and processes, assuring that financial records and systems are maintained in accordance with Generally Accepted Accounting Principles.
- Participating in the strategic planning process as an integral member of the senior leadership team through development and use of predictive models and activity-based financial analyses.
- Performing cash flow analysis and planning to ensure availability of funds as needed for the theatre.
- Maximizing return and limit risk on cash by managing bank balances, and overseeing investments managed by external investment manager, in conjunction with Audit and Finance Committee.
- Monitoring and confirming financial condition by conducting internal audits.
- Leading communication with external auditors to prepare annual audited financial statements and appropriate returns.
- Preparing accurate interim financial statements and special reports for both internal and external use, through collection, analysis, and consolidation of financial data.
- Preparing and monitoring annual operating and capital budgets and periodic re-forecasts.
- Achieving budget objectives by scheduling expenditures, analyzing variances, and initiating corrective actions.
- Liaising with the Audit and Finance Committee and participate in Committee and Board meetings.
- Directing human resources functions, including recruitment, hiring, termination, and development and management of employment policies.
- Working closely with managers to ensure consistent application of human resource policies and best practices.
- Ensuring compliance with federal, and provincial requirements, through research and awareness of existing, new, or anticipated legislation, and liaise with legal counsel to advise management on needed actions or potential impacts.
- Preparing accurate financial information for the Theatre Calgary Endowment Foundation which includes the calculations and analysis on the ongoing performance of the fund.
- Managing the Front of House and Bar Operations Teams
- Completing and filing the Annual and Quarterly returns including GST, Charity and AGLC.



## Traits and Characteristics

Proactive, independent, self-motivated, detailed, and people-oriented, the Director of Finance & Administration will have exceptional management skills and value frequent interaction and collaboration with others. The Director of Finance & Administration will be an experienced and entrepreneurial professional with the vision to actively pursue Theatre Calgary's goals with creativity and determination and will have a high degree of personal accountability - with a commitment to exceeding expectations. This individual will balance tasks and projects with a sense of urgency and possess superlative interpersonal and communication skills that articulate sound financial and administrative practices. A self-sufficient and self-managed professional with a highly organized approach, the Director of Finance & Administration will have the ability to achieve organizational financial and strategic objectives with staff, board members and volunteers. This individual will bring an affinity for Theatre Calgary's mission and vision and a passion to positively impact the organization's long-term success, complemented by highly developed skills and an efficient best practices approach.

The Director of Finance and Administration will appreciate that this position is a full-time salaried position that requires occasional weekend and evening work depending on performances. As this position deals directly with Theatre Calgary patrons and corporate clients it may on occasion require professional interaction to foster ongoing positive relationships.

Other key competencies of the role include:

- **Leadership** – Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.
- **Teamwork and Interpersonal Skills** – Cooperating with others to meet objectives and the ability to effectively communicate to build rapport while relating to many different people.
- **Decision Making & Resiliency** – Analyzing all aspects of a situation to make consistently sound and timely decisions with the ability to quickly recover from adversity.
- **Creativity & Innovation** – Creating innovative approaches, programming, process, technologies, and/or systems to achieve the desired result.
- **Flexibility, Time, and Priority Management** – The acuity to prioritize and complete tasks to deliver desired outcomes within allotted periods while readily modifying, responding, and adapting to change with minimal resistance.
- **Employee Development/Coaching** – Facilitating, supporting, and contributing to the professional growth of others.
- **Planning and Organization** – Establishing courses of action to ensure that work is completed effectively, while utilizing logical, systematic and orderly procedures to meet objectives.
- **Goal Orientation** – The clarity to establish and achieve specific, measurable, attainable, reviewable, and time-sensitive goals regardless of obstacles or circumstances and the ability to facilitate agreements between many parties.

## Qualifications and Experience

The Director of Finance & Administration will have enthusiasm for and belief in the core purpose of Theatre Calgary along with a minimum of 7 years leadership experience working in finance roles, preferably in not for profit arts organizations. A degree in finance or accounting is required and a preference will be given to candidates with a CPA designation. You will be able to demonstrate experience in establishing financial and administrative policies, processes, and guidelines. Candidates should have strong experience using Excel and Quickbooks (and/or other financial management software) required. Familiarity with Tessitura ticketing or similar ticketing software is preferred. You will also be skilled in forecasting, analysis and planning while enabling clean transactional processes.

## Compensation

A competitive compensation salary with a range of \$100,000 - \$115,000 commensurate with experience and after the initial probationary period the Director of Finance & Administration will be eligible to join the Theatre Calgary Group RRSP plan with employer matching and comprehensive healthcare program.





## Application Instructions

The Theatre Calgary Director of Finance & Administration is led by Martin Bragg and Nicola Dawes of **Martin Bragg & Associates**. To apply in confidence please email your letter of interest and resume in Word or PDF format to Martin Bragg & Associates at [theatre Calgaryfinance@mbassociates.ca](mailto:theatre Calgaryfinance@mbassociates.ca). All qualified candidates are encouraged to apply and will receive an acknowledgement of their application. No phone calls please.

The review of applications will begin immediately and will continue until the position is filled.

Theatre Calgary is committed to an open and transparent hiring process and encourages applications from our diverse community. Theatre Calgary hires based on merit and is committed to employment equity, diversity, and inclusion. Theatre Calgary is unwavering in its pursuit of excellence and recognizes that increasing the diversity of our staff, and especially our leadership, accomplishes this objective. We promote policies, practices, and programs that work to dismantle systemic racism. We welcome all applications from women and gender nonconforming people, people of color, indigenous peoples, people with disabilities, people of all sexual orientations, and all others who may contribute to the further diversification of Theatre Calgary.

**In the spirit of reconciliation, Theatre Calgary acknowledges that we live, work and create on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta. They were the original occupants of this land and continue to be here to this day. Theatre Calgary is grateful to have the opportunity to present in this territory.**