



JOB POSTING

## Company Manager

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We're looking for a welcoming, knowledgeable, and highly organized team player to join the Artistic Department as the Company Manager. Now it is an exciting time to join our growing company!

### About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now in our 60th season, the Arts Club offers the best in professional theatre and has staged over 630 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

### Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

### Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

### Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration

of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.

- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.
- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

## JOB SUMMARY

This is a management-level position reporting to the Artistic Director. The Company Manager is the host, welcoming all of our contract artists, seeing them through auditioning and hiring to the end of each contract at the Arts Club.

Come join our fun, small, tight-knit team of four, made up of Artistic Director (Ashlie Corcoran), Producer (Jocelyn Tsui), New Works & Professional Engagement (Stephen Drover), and Artistic Coordinator (Jordan Greene). This position will report directly to Ashlie Corcoran.

## DUTIES AND RESPONSIBILITIES

- Oversees, approves, and signs artist contracts and files them with the appropriate unions. The Arts Club works closely with CAEA and VMA and a strong understanding and knowledge of the existing agreements is an asset.
- Oversees and processes weekly payroll for artists in collaboration with the Payroll Department.
- Oversees hiring and interviewing of auxiliary artists and workers, ie Child Supervisors, Apprentice Stage Managers, Assistant Directors – in collaboration with Artistic & Production Departments.
- Oversees the planning of Understudy Rehearsals and show contingency planning, in collaboration with the Artistic Director, Associate Artistic Director and the Stage Manager.
- Manages communication channels between the company and CAEA artists.

- Oversees planning for auditions for each show of the season as well as annual general auditions.
- Liaise with CAEA through: creating, signing, and filing all Production Checklists, Registrations for all shows, new work projects, and education workshops as per CTA guidelines.
- Responsible for each production's travel, accommodation, auditions, and artistic hospitality budget.
- Collaborating with other departments when hiring artists for events outside of productions – ie, speaking events, concerts, panels.
- Other duties as requested by the Artistic Director.

*\*There might be additional elements to this role – the goal is to tailor it to the right applicant's skills!*

## SKILLS AND COMPETENCIES

- Passion for theatre, eye for detail, ability to meet deadlines, excellent time management, ability to work under pressure, self-starter who is organized and thrives in a team environment.
- A proactive person who is comfortable taking initiative, leading self-guided work, and who thrives working as part of a team.
- Feeling comfortable engaging with artists and community members in-person at events, shows, auditions, panels, etc.
- Good with words, but also has some love for numbers.
- Empathetic and caring.
- Good under pressured situations.
- Deep commitment to improving how we engage with and contract artists, and an ability to learn and shift with industry standards.
- Excellent time-management skills.

## QUALIFICATIONS

- In-depth knowledge and understanding of Canadian theatre unions & affiliations especially CAEA, PACT, and VMA. Including working regulations, payroll and contracting.
- Understanding of professional theatre practices.
- Deep commitment to equity, inclusion, and accessibility as well as a deep commitment to creating safer spaces.
- Ability to work and be on-call evenings and weekends.
- Experience with Word, Excel, Adobe, Outlook, & Google Drive.

- Driver's license is not required but is an asset.

## ADDITIONAL DETAILS

**Salary:** 55,000 – 60,000 per annum (depending on experience).

**Employment Type:** Permanent Full-time position (40 hrs. per week) \*

*\*Flexible work hours outside of core hours (which are 10am-3pm, Monday-Friday). Some evenings/weekends required, including emergency on-call coverage. Ability to work from home 16 hours a week, if conducive with work activities.*

**Expected Start Date:** April 22, 2024/ As soon as possible

### How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to [humanresources@artsclub.com](mailto:humanresources@artsclub.com), with the subject: *Company Manager– Arts Club Theatre Company*.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

**Application Deadline: March 26, 2024 at 5 pm (Pacific Time)**

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society". All applications will be held in the strictest confidence.