

THE IMPROV CENTRE IS HIRING! MANAGING DIRECTOR

The Improv Centre (TIC) is on the lookout for an enthusiastic and energetic visionary to join our team as Managing Director (MD)! Following a 17-month closure due to covid, and an interim period of reopening and rebuilding, TIC is now in an intermediate phase of operations, with more activity ramping up for the fall and winter seasons! Our small but mighty team is ready to welcome a MD who is able infuse their strategic vision so that we may continue to evolve our organization.

Reporting to the Board of Directors, the Managing Director (MD) serves as the chief administrative officer in all matters that support and sustain The Improv Centre's artistic and operational goals. The MD works in tandem with the Artistic Director (AD); together they form The Improv Centre's Executive Leadership Team.

ABOUT THE IMPROV CENTRE

The Vancouver Improv Centre Society (The Improv Centre) is one of Vancouver's leading and best-known improv theatre companies. The Improv Centre (TIC) was originally established as a British Columbia registered Society under the name The Vancouver TheatreSports League in 1981. It was founded to promote, develop, maintain, and present improvisational theatre productions and presentations to local and visiting audiences in Vancouver. The Improv Centre administrative office and 186-seat theatre are located on Granville Island. The organization has been a proud member of the International Theatresports™ Institute (ITI) since 1981.

We value integrity; diversity, equity and inclusivity; community focus; and safety. We are committed to artistic excellence, continuous development and evolution; collaboration, partnerships, engagement, and outreach; acknowledgement and action; fun and play!

RESPONSIBILITIES include but are not limited to:

ORGANIZATIONAL LEADERSHIP

- Develop and implement strategic plans aligned with the organization's mission, goals, and objectives created in partnership with the Board of Directors and AD;
- Recruit and develop a team of senior leaders to manage critical business functions;
- Retain a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for staff;
- Planning, organization, and direction of the TIC's operations and programs including maintenance of the physical facility jointly with the AD;
- Create a culture of transparency and communication throughout the organization;
- Proactively address challenges in the internal and external environment to protect the organization's interests.

FINANCIAL MANAGEMENT

- Coordinate and lead annual budget planning and reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management;
- Analyze pro forma financial statements to predict and adjust cash flows accordingly;
- Ensure effective systems to track progress and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other constituents;
- Ensure commitment to and compliance with all applicable laws and regulations across the organization;
- Develop and implement consistent inventory and cost accounting policies, procedures, and operational reporting and metrics.

COMMUNICATION & OUTREACH

- Serve as the primary liaison to the Board including but not limited to orchestrating meeting logistics, agenda development with Board Chair, as well as recruitment and orientation of new Board members with the Governance & HR committees;
- Serve as public face of The Improv Centre, in tandem with the AD, to the local community, media, the GVRD and beyond;

- Manage and foster strategic relationships with key donors, sponsors, stakeholders, individuals, government agencies and elected officials;
- Other duties as assigned and/or as required with evolution of the organization.

QUALIFICATIONS include but are not limited to:

- Previous experience in a senior leadership role (2+ years), managing a busy, fast-paced organization (preferably in the arts)
- Experience and commitment in cultivating an anti-racist, gender progressive, culturally aware, anti-discrimination, inclusive organizational culture, and environment
- Demonstrated ability to develop and implement successful strategic plans
- Deep understanding of financial strategies and finance-related performance metrics
- Experience in developing budgets, as well as developing and understanding financial processes
- Strong aptitude for verbal and written communication, presentation, and relationship development
- In-depth knowledge of best practices in management and governance
- Strong entrepreneurial spirit
- Experience with fundraising and development
- Experience in working with an engaged Board of Directors
- Attention to detail and strong organizational skills
- Flexibility and sense of humour
- Working collaboratively and independently;
- Ability to problem solve under pressure;
- Experience in venue / facilities management considered a strong asset;
- A passion for the arts and the non-profit sector.

HOURS: This is full time (37.5 hrs./week) position.

REMUNERATION: \$70,000-\$75,000 (based on experience) per annum plus 4 weeks' vacation. Currently there is no benefit plan in place, but we hope to implement one soon

DURATION: This is a three-year contract. Based on mutual interest and successful 360 reviews, there is an option for an extension.

LOCATION: Administration office, theatre, and some remote access. Our theatre is located at 1502 Duranleau Street and our admin office is located at 1515 Anderson Street on Granville Island.

PROCESS & TIMELINE: Please email your CV, leadership statement in lieu of a cover letter (brief half-to-one-page summary of your leadership approach and/or philosophy) and 3 references to hire@theimprovcentre.ca with "Managing Director" in the subject line by **October 19th, 2022**, with the ability to start ideally on or before **November 21st, 2022**. This is a rolling application process; submissions will be evaluated as they are received.

The Improv Centre is committed to building a skilled, diverse workforce reflective of Canadian society. We hope to receive applications from candidates with a broad range of backgrounds including, but not limited to race, ethnicity, indigeneity, gender, gender identification, abilities, and sexual orientation. We are very interested in increasing diversity within our staff. A plurality of lived experiences and perspectives is important to us.

We thank all candidates for applying; however, we only have the capacity to contact those selected for an interview.

Thank you!