



210A – 12A Street North, Suite 111
Lethbridge, Alberta T1H 2J1
(403) 381-9378
www.newwesttheatre.com
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General Manager – New West Theatre, Lethbridge, AB

New West Theatre invites applications for the position of General Manager; this is a full-time, salaried opportunity.

As the premier performing arts organization in southern Alberta, New West Theatre plays a central role in the cultural landscape of the region. New West Theatre is currently wrapping up its 22nd season; the company's diverse slate of artistic programming includes music-comedy revue shows, contemporary Canadian plays, and a Theatre for Young Audiences production. Additionally, New West Theatre offers summer theatre camps and a year-round theatre school, as well as a range of other arts-related activities.

Annual operating budgets surpass \$600 000; New West Theatre is a financially stable organization, which enables progressive artistic programming and vibrant long-term plans.

The General Manager is a senior position that works in partnership with the Artistic Director; both positions report directly to the Board.

Core Responsibilities

- Administration: managing the day-to-day operations of the organization; supervising employees, contracted artists, and volunteers.
- Promotional: implementing promotional campaigns for theatre productions and arts-related activities.
- Financial Management: developing, in collaboration with the Artistic Director, budgets for productions and general operations; monitoring short-term and long-term financial challenges, to help ensure the organization's ongoing fiscal stability.
- Fund Development: cultivating relationships with individual and corporate supporters; leading fundraising events and initiatives; participating in the application for municipal, provincial, and federal grants.
- Advocacy: fostering positive relationships with arts organizations, governmental agencies, and the local community.

Note: New West Theatre contracts a bookkeeper to process accounts payable/receivable, payroll, and other day-to-day financial tasks.

Qualifications

- A post-secondary education in theatre or arts administration.
- A minimum of 2 years experience in the administration of a not-for-profit organization, preferably a theatre company.
- Experience with budgeting and fundraising.
- Familiarity with the Canadian theatre community.
- Excellent verbal and written communication skills.
- Proficiency with Word and Excel, and familiarity with social media and design programs.

New West Theatre is committed to creating an equitable organizational environment, and encourages applications from all qualified candidates.

Please email (in Word or PDF format) a cover letter, CV, and list of references to Board President Doug MacArthur: d.macarthur@uleth.ca.

Closing Date: April 2, 2012.