



We're Hiring!

General Manager

Shadow Theatre

10329-83 Avenue NW
Edmonton, AB T6E 2C6

Shadow Theatre is seeking a dynamic, part-time, General Manager who is passionate about the arts and who will be working closely with the Financial Officer and Artistic Director. We can't wait to welcome an ambitious team-player that can help produce the top-notch theatre that Edmontonians have come to expect from Shadow Theatre!

Start Date: November 1, 2021.

Compensation: Annual salary: 30,000 with four (4) weeks of vacation.

Hours: Part-time, flexible hours, which vary according to our production schedule.

Application Deadline: 5:00 pm MST on September 15, 2021.

[About Shadow Theatre](#)

Founded in 1990, Shadow Theatre produces contemporary theatre out of the heart of Old Strathcona! We are located on 83 Avenue in the recently renovated Varscona Theatre, in the heart of Edmonton's Theatre District. Shadow Theatre offers a subscription season consisting of exciting contemporary plays from around the world, and original Canadian works. As one of Edmonton's most accomplished theatre companies, Shadow Theatre has carved out an enviable niche for itself, and we are excited for you to join the team!

Shadow Theatre is a proud signatory of the 35/50 Initiative, which is a commitment to having our civic landscape more equitably reflected in our professional landscape: a minimum of 35% BIPOC and 50% women or non-binary people in paid, professional positions. We strongly encourage those with the following identities to apply for this position: Black, Indigenous, people of colour, people with intersecting identities, LGBTQUI2S+, women and non-binary individuals, people living with disabilities, and others with the experiences of living in marginalized communities, with a passion for the performing arts!



As a member of the Varscona Theatre Alliance Society, Shadow Theatre has implemented a Respectful Workplace Policy which strives to provide a workplace environment free from any type of harassment, violence, and discrimination where all artists, staff, contractors, patrons, volunteers, and directors are treated with respect and dignity. As an employee of Shadow Theatre, the General Manager is expected to comply with this Respectful Workspace Policy while also benefiting from it.

For further information about the Respectful Workplace Policy, please visit:

<https://www.varsconatheatre.com/news-feed/9xd77fkw2gbj3fk5dwtc9ffnkpaj92>

About the Position

The General Manager is responsible for the business and daily operations of Shadow Theatre. Responsibilities include day-to-day operations such as financial management, fundraising, personnel and contracting, Board-of-Director relations, marketing and publicity, grant-writing, subscription management, and community outreach. The General Manager will work closely with the Artistic Director and the Financial Officer to ensure the smooth operation Shadow Theatre needs to produce quality performative art for all Edmontonians to enjoy!

In this part-time position, the General Manager will ensure that the needs of the company are met according to Shadow's production schedule, and, therefore, the hours will vary accordingly. The position has been created to give the successful candidate a level of flexibility with respect to scheduled hours, and the General Manager will be free to seek outside employment and artistic opportunities, provided that any such engagements do not interfere with Shadow Theatre work.

Qualifications

The ideal candidate will have:

- Experience in financial management;
- Knowledge of the arts community of Edmonton and the surrounding area;
- A high degree of motivation and professionalism;
- Capable of working independently with little supervision or closely with a tight-knit and passionate team;



- Demonstrated ability to communicate effectively and work productively with artists, staff, and volunteers;
- Proven ability to make administrative and procedural decisions;
- Strong computer skills and proficiency with technology including Microsoft Office Suite, Google Office, Quickbooks or Sage Accounting, Canva, Constant Contact, and social media platforms;
- Adaptability to varying work hours throughout the year; and
- Enthusiastic about working bingo and casino events with a team of the loveliest and most dedicated volunteers, some of which have been with Shadow Theatre consistently for over a decade!

How to Apply

To apply, please e-mail your resume along with a letter of interest, attention Donal O’Beirne, President of the Board of Directors of Shadow Theatre, to info@shadowtheatre.org by 5:00 pm MST on September 15, 2021. All applications will be held in strict confidence.

**Thank you for your interest in a position with Shadow Theatre.
We look forward to reviewing your application!**