



Job Posting: Operations Manager

*Part-Time, Salaried Position (approx. 30 hrs/week variable)
c. \$45,000/year*

The Oshawa Little Theatre (OLT) is excited to announce an opening for a part-time Operations Manager to join our dynamic team. If you're an energetic, forward-thinking, and creative individual passionate about theatre, we want to hear from you!

As our Operations Manager, you will be responsible for overseeing various aspects of our theatre, including: managing our facility rental contracts and events, management of all staff and overseeing the day-to-day operational running of the facility.

You will report to, and implement directives set out by, the Board of Directors and attend monthly board meetings.

The ideal candidate should:

- Be deeply passionate about community theatre, specifically Oshawa Little Theatre's mission and goals
- Be able to collaborate with our Board of Directors and production teams
- Have prior leadership/managerial experience, preferably within a performing arts organization
- Exhibit exceptional interpersonal and communication abilities
- Have experience in marketing, advertising, and community / government relations
- Demonstrate the ability to develop and implement both short-term and long-term strategic plans
- Be a proactive problem-solver, disciplined, and take ownership of tasks
- Be highly organized, detail-oriented, and able to work without supervision

Key responsibilities include:

1. Administration and Human Resources:
 - Collaborate with the Board on budgets, scheduling, maintenance, policies, hiring, etc.
 - Attend monthly Board Meetings and execute the annual operations plan
 - Maintain a master schedule of rehearsals, performances, rentals, and all other events
 - Manage day-to-day office, maintenance, and accounting activities
 - Assist the Board with personnel policies and tracking staff key performance indicators
 - Oversee HR responsibilities such as supervision, scheduling, training, employee reviews, time sheets, member issues, and communication
2. Financial:
 - Provide input to the Board of Directors in the preparation of an annual OLT operating budget and monthly cash flow projections
 - Monitor and control revenues and expenditures, identify potential opportunities and issues
 - Ensure the Treasurer receives all financial documents and month-end reconciliations
 - Assist with vendor and contractor management for day-to-day operations and maintenance
 - Handle and manage cash on-site

- Review and approve invoices
- 3. Audiences, Volunteers and Members
 - Ensure the maintenance of box office records including subscriber, member, and audience lists with the Box Office manager
 - Work with the Board to find, retain and manage Front of House, Bar, Backstage, Creative and Technical volunteers
 - Report box office statistics to the Board
- 4. Productions
 - Assist the Executive Producer and Production Teams with any facility or administration issues
 - Ensure any issues are addressed and communicated in a timely manner
 - Work with the Board to develop and implement health and safety policies
 - Work with the Membership and Facility Directors to ensure performances are properly staffed and training has taken place of all volunteers.
- 5. Rentals:
 - Actively seek out new rental bookings
 - Manage rental scheduling, contracts, and payments
 - Collaborate with the Board on rental contracts, pricing, and policies
 - Schedule staffing requirements for rentals including box office, bar, and technical resources
 - Be on-site for all rental bookings (or arrange a suitable proxy) including load-ins, inspections, opening and closing, and ensure follow through of the contract terms & conditions
- 6. Facility Management:
 - Schedule and assign duties for custodial and technical staff
 - Assist with facility management duties
 - Proactively help to resolve facility issues
 - Obtain estimates for required repairs and renovations for Board review and approval
 - Serve as Project Manager for approved repairs and renovations

Upon joining, you'll undergo a three-month probationary period with employee reviews at six weeks and three months. After successfully completing the probationary period, you'll receive annual employee reviews.

Application Deadline: May 12, 2023 (interviews scheduled shortly thereafter)

Anticipated start date: between June 1- 7, 2023

To apply, please email your cover letter and resume (including at least two references) to Michael Schneider at president@oshawalittletheatre.com

Oshawa Little Theatre is an inclusive working environment and welcomes applications from all qualified candidates. If you need any accommodation, pertaining to accessibility throughout the application or interview process, please do not hesitate to make a request. Thank you to all applicants – however only those selected for an interview will be contacted. For more information on Oshawa Little Theatre – please visit our website: www.oshawalittletheatre.com