

The Executive Director is the senior staff member of Theatre Nova Scotia and provides leadership and direction in ensuring the organization's programming and services. Reporting to the Board of Directors, the Executive Director is responsible for organizational effectiveness, working collaboratively with staff, contractors, and the Board of Directors to serve TNS membership and further the organizational vision.

The ED will be an active participant in the Nova Scotian theatre and arts community, and will be engaged in the national conversation, acting as an advocate for the theatre sector within NS and representing NS theatre's interests on a regional and national level.

This will be a full-time, 40 hour/week position, with a salary range of \$45,000 - \$50,000

The Executive Director will lead the organization in:

- **Operations Management** - ensuring the efficient administration of day-to-day activities, delegating duties as required
- **Membership Services and Support** - development and delivery of services, programming, and support for our members and the community, and maintain relationships with current and potential members, providing meaningful support for the community and professional theatre sector in NS.
- **Communications and Advocacy:** working with and for its membership, ensuring a strong and united voice on behalf of theatre in Nova Scotia to the public, government, funders, and private sectors and effective communications with and for members.
- **Human Resource Management:** Management of staff, contractors and volunteers, creating an effective and collaborative working environment;
- **Financial Management and Revenue Generation** - ensuring a financially sustainable organization through budget management, as well as diversified earned, private, and public funding streams, including grant writing, donations, and applications to foundations, and sponsors
- **Board Relations and Strategic Direction** - working with the Board on strategic planning and policy development, recommending appropriate policy issues for the Board's attention

The following skills will be considered an asset:

- Capacity to lead collaboratively, with care, integrity, and vision
- Passion for theatre and the performing arts
- Financial acumen and budgeting experience
- Familiarity with non-profit organizational structures
- Strong communication skills (speaking, writing, and listening)
- Ability to think strategically, and set priorities
- Capable of creating respectful, nurturing, and empowering relationships
- Ability to work cooperatively as a team, fostering a climate of shared respect

Hiring Values: Theatre Nova Scotia encourages applications from all qualified candidates, including (but not limited to) IBPOC folks, persons with disabilities and LGBTQ2+. Applicants from these or other communities wishing to self-identify may do so in their application. If accommodation is needed to participate in the job application process, candidates will be welcomed and encouraged to contact the TNS office for assistance.

To apply, please send a cover letter and resume (or any other documents that expresses your interest in applying and outlines your skills and abilities) to board@theatrens.ca before April 15, 2021. We are also happy to accept applications via phone, video, or audio file if email or text-based format is not accessible to the applicant. Please get in touch via email or give us a call.

TNS Executive Director Job Description (Details)

To accomplish the goals for the this position and the organization, the Executive Director has the following oversight and responsibilities (with other duties as required):

Operations and office management:

- Hiring and oversight of staff and contractors;
- Office management, ensuring office is well maintained and equipped, developing work plans and deadlines, and review internal systems for effectiveness;
- Ensuring paperwork, filing, memberships, and reporting are up to date;
- Compliance with all regional, provincial, and national regulations and standards;
- Oversee program administration as appropriate..

Membership services and support

- Meet with and engage members of the theatre community to determine needs in the community with respect to funding, advocacy, and service duplication while facilitating the building of relationships between organizations;
- Facilitate new program development and implementation in alignment with the TNS Strategic Plan;
- Planning, coordination, execution, and periodic review of core programs, projects and activities;
- Actively engage with members to ensure TNS is fulfilling its promise and actively recruiting new members from the theatre community in NS.

Communications and Advocacy:

- Meet with and engage leaders, decision makers and the public across industries including the art and cultural sector, government and business community (ensure seats at the table for the arts and cultural sector);
- Advocate the value of theatre and the wider arts sector in a progressive economic and social development strategy and encourage active support and participation in the arts and cultural sector through social media, blog entries, reports to the Province, and regular opinion pieces submitted to local media;
- Be a strategic presence in the media to maintain and continue to build a public dialogue and illustrate the achievements of theatre in NS;
- Speak at and attend public functions and events;
- Evaluate and respond to any negative comments or concerns from the community and membership;
- Provide leadership and support the mobilization of the theatre and cultural community and act a spokesperson for, and with, those communities;
- Promote the role and importance of Theatre Nova Scotia to the public, to members and to potential members;
- Be an active participant with sister associations regionally and nationally such as the Cultural Federations of Nova Scotia and the Professional Association of Canadian Theatres.

Human Resources

- Ensure a safe working environment, to both labour and public health standards
- Develop, review and update staffing policies
- Hiring of employees and contractors: with knowledge of current HR best practices and labour guidelines, develop position descriptions, circulate postings, review applications, hold interviews, review references, select candidates, negotiate conditions, send notifications, create and implement contracts.
- In accordance with best practices, conduct oversight, training, mentorship of, and support for employees and contractors, including performance goal setting and reviews for staff and contractors
- Foster an open and collegial environment
- Support options for professional development
- Assignment of responsibilities to staff and contractors
- Restructure duties as appropriate to best meet the goals of the organization
- Work collaboratively with Dance NS and NS Choral Federation to provide leadership to the Perform program
- Support Internship Opportunities for young administrators

Financial Management and Revenue Generation

- Develop annual budgets for the organization as a whole and for projects where appropriate;
- Oversee effective use of resources and anticipate future requirements;
- Monitor adherence to budget on a regular basis including cash flow tracking;
- Provide regular year end forecasting, monitor and undertake financial analysis for new initiatives;
- Lead revenue generation initiatives to obtain operational goals including writing grants and applications;
- Oversee financial policies and financial operations (such as bookkeeping and financial record-keeping), and advise the Finance Committee;
- Review and sign off on all bank reconciliations, outgoing payments, and supporting documentation;
- Liaise with Board Treasurer and Board Chair(s) regarding financial transactions;
- Work with External Auditor to ensure financial system management and produce year end statements.

Board Relations and Strategic Direction

- Serve as an ex-officio member of the Board, completing regular staff reports and assembling meeting packages and AGM materials;
- Work collaboratively with the Board of Directors to achieve the organization's vision;
- Identify issues for Board discussion, and make recommendations for Board consideration;
- Support the Board and Committees in understanding the implications and consequences of decisions on the organization as a whole;
- Participate in Strategic Plan and policy development;
- Assist in Board recruitment;
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.