

# Roseneath Theatre

## Job Title: Executive Director

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| <b>Reports to:</b>           | Board of Directors  |
| <b>Salary:</b>               | \$65,000-70,000 per annum. This is a full-time salaried position.   |
| <b>Location:</b>             | Roseneath Theatre, 651 Dufferin Street (3 <sup>rd</sup> Floor), Toronto ON M6K 2B2  |
| <b>Reporting Staff:</b>      | All salaried staff, including Associate Producer; Community Engagement Coordinator; Education & Outreach Coordinator, Admin & Rentals Coordinator, Bookkeeper (part time), contract staff, interns, volunteers. |
| <b>Starting Date:</b>        | September - October 2025 (TBC with successful applicant)  |
| <b>Application Deadline:</b> | Monday, June 9, 2025  |

### How to Apply:

Please submit a cover letter and resume as one combined PDF to [edsearch@roseneath.ca](mailto:edsearch@roseneath.ca) by the **deadline of 5pm on Monday, June 9, 2025**.

Your cover letter should speak to the following:

1. Why you would like to work at Roseneath Theatre
2. Your experience in and/or passion for the arts, theatre, youth and education
3. A little about yourself (interests, goals, future plans)

### Organization Description:

Established in 1983, Roseneath Theatre is among Canada's leading producers of award-winning theatre for young audiences. Our thought-provoking plays investigate themes of mental health, social justice and equity through the power of live performance. Roseneath's commitment to excellence has earned the company 62 Dora Mavor Moore Award nominations and 14 awards. Roseneath was nominated for the Inspiring Community Organization of the Year Award at the 2023 Inspire Awards and Roseneath was a 2023 Toronto Community Champions nominee and the recipient of the Davenport Platinum Jubilee Leadership Award for Arts and Culture. Always entertaining and imaginative, our productions support cultural literacy, character education and specific curriculum expectations. For any child who has experienced being different and for everyone looking to support a friend, Roseneath's plays open a door to meaningful dialogue that has the power to reshape communities. For more information please visit: [roseneath.ca](http://roseneath.ca).

### Position Description:

The Executive Director supports the artistic vision of Roseneath Theatre by managing operations and representing Roseneath Theatre to the community, in a manner consistent with its Charter and Bylaws. The Executive Director is accountable for the operational function of Roseneath's administration, personnel management, finance, marketing, fundraising and outreach and maintains fixed assets and operations. At Roseneath Theatre, the Executive Director shares responsibility for meeting Roseneath's mandate with the Artistic Director. Both work collaboratively on matters relating to strategic planning, programming, community outreach and promotion, funding and fundraising. Together, they report to the Board of Directors on the Operational and Artistic Management of Roseneath Theatre as co-leaders of the organization. The Executive Director is a member of the Board Executive Committee, Finance Committee, HR Committee and Fundraising Committee and gives relevant input to all other Board Committees.

## **Primary Responsibilities:**

- **Operational Administration:**
  - Liaise with the Artistic Director and other staff regarding administrative matters that affect the day to day and strategic operation and activities of Roseneath Theatre. These include tour planning and sales; finance; education; outreach; marketing; fundraising; box office; public performances; website, social media and technical support; venue rentals and scheduling; HR and policy development; performance management; training and development; health and safety; building management; volunteer resources.
  - Submit Goals for the Executive Director to the Board HR Committee on which an annual performance review will be based.
- **Human Resources Management**
  - Hire and manage office staff to meet operational needs.
  - Negotiate and enter into agreements and contracts on behalf of Roseneath including artistic personnel contracts; insurance coverage; suppliers, etc.
  - Ensure office staff contracts are annually reviewed and renewed.
  - Develop and administer effective office personnel policies and procedures with necessary resources made available to staff.
  - Promote full and open discussions with staff and foster teamwork and cooperation among all employees.
  - Hold regular staff meetings and participate in season evaluation and planning meetings.
  - Ensure that position job descriptions exist, and written performance reviews are conducted annually for all staff members or as need arises.
  - Mentor new staff and provide constructive feedback.
  - Consult with the HR Committee to update staffing and review any issues.
- **Facility/Office Management**
  - Ensure office and general administrative policies and procedures adhere to Provincial Employment Standards.
  - Monitor the maintenance of touring assets with Production and Touring Managers.
  - Develop and manage office information systems.
  - Negotiate and enter into contractual agreements for equipment service agreements, insurance coverage, contracts, etc.
- **Board of Directors Responsibilities**
  - With the Artistic Director, advise and assist the Board and its Committees in the development and implementation of sound policies, procedures and strategic objectives for Roseneath Theatre and assume responsibility for their implementation.
  - Communicate the Roseneath's operational and management updates to the Board, in a timely manner.
  - Attend meetings, report to the Board of Directors and consult regularly with the Board President, Executive and Committees to optimize communication about Roseneath operations.
  - Seek the Board of Director's approval for any major changes in strategy, programming, budget expenditures.
  - Submit annual Goals to the Board HR Committee on which an annual performance review will be based.
- **Financial Management**
  - Member of Board Finance Committee and Executive Committee.

- Negotiate and enter into agreements and contracts with artists and venues (in consultation with the Artistic Director) on behalf of Roseneath Theatre.
- Prepare, in consultation with the Artistic Director and the Finance Committee, the annual operating budget for approval by the Board of Directors
- Monitor and control revenues and expenditures to ensure the approved budget is met.
- Work with the Auditor and Board Finance Committee to ensure complete and accurate information available for Board approval at the AGM.
- Supervise all financial matters, transactions and reports (delegating where appropriate) including issuing cheques; conducting bank business; cash flow; managing cash (floats) and financial assets; managing accounts receivable; payroll, maintenance and issuing of employee records, government forms and filings; issuing tax receipts.
- Manage the payroll and monitor and control revenues and expenditures to ensure budget guidelines are maintained.
- Oversee work of part time bookkeeper.
- Review and authorize the purchase of equipment and all other capital expenditures within authorized limits.
- Identify potential financial issues and recommend solutions to the Board of Directors.
- Funding and Fundraising Management
  - Work with the Board of Directors, the Finance and Fundraising Committees to develop and execute fundraising strategies and programs.
  - Complete, with the Artistic Director and Finance Committee, all grant and sponsorship applications.
  - Investigate new opportunities for funding sources with government and non-government organizations, corporate sponsors and donors.
  - Develop and maintain relationships with other theatre groups, artists, theatre networks and make formal presentations at conferences and festivals.
- Community Outreach and Promotion
  - Oversee the development and delivery of Roseneath Family Programs.
  - Develop a marketing strategy, with the Education & Outreach Coordinator and Artistic Director to ensure that earned revenue is maximized and the artistic vision is supported.
  - Manage relationships between Roseneath Theatre and associations such as PACT, CAEA, TAPA and ON Presents.
  - Promote the artistic vision of Roseneath and develop relationships and partnerships with artists, the theatre community, the arts in education community, stakeholders and community groups to advocate on behalf of Roseneath Theatre.
  - Attend press conferences and interviews with the media and other interest groups.
  - Represent the Theatre with federal, provincial and municipal service organizations, politicians and community groups.
  - Play a leading role in the Canadian TYA community.
  - Build public recognition and support for Roseneath Theatre through speaking engagements, public meetings and performances and networking.
- Sales and Marketing
  - Sell shows to professional theatres and public presenters nationally and internationally and work closely with the Education & Outreach Coordinator to market productions to schools throughout Ontario.
  - Approve the design and production of marketing materials (with Artistic Director)
  - Attend arts marketing events to promote and sell Roseneath Canadian and International tours.
  - Maintain knowledge of Canadian and International touring markets.

- Research and prepare international work permits and keep up to date on laws concerning International Visa requirements as well as the American Actors' Equity Association Reciprocal Agreement.
- Work closely with the Community Engagement Coordinator and Education & Outreach Coordinator to market productions to schools throughout Ontario.

### **Executive Director: Key Competencies**

- Communication
  - Able to effectively communicate passion for Roseneath Theatre goals and vision and advocate for children's theatre and Canadian theatre in general.
  - Ability to tailor communication to meet the needs of a wide range of people.
  - Effective and persuasive presentation and written communication skills.
  - Develop and maintain positive relationships throughout the arts community and with representatives from government and non-government agencies.
  - Keep the Artistic Director, staff and Board of Directors in the communication loop as appropriate.
  - Convey a positive outlook even during periods of high stress.
- Project Management
  - Strong organizational, time management skills.
  - Skill in identifying problems before they become critical, and lateral thinking and risk/benefit analysis to find the best possible solutions.
- Coaching & Mentoring
  - Set clear and challenging objectives for staff and look for ways to promote their ability and help them achieve career objectives.
- Continuous Improvement
  - Keep abreast of new trends and developments in the theatre community through reading, maintaining relationships and attendance at key events.
  - Actively solicit, listen to, accept, and act on constructive personal feedback.
- Information Management
  - Computer skills: Microsoft Office, accounting software, internet, social media.
- Formal Education, Qualifications and Knowledge Required
  - Bachelor of Fine Arts-Theatre Production/MBA or equivalent, plus five years experience in the professional performing arts and preferably professional theatre administration are an asset.
  - Broad understanding of the professional Theatre industry.
  - Management experience.
  - Knowledge of union and associations relating to theatre production and their respective contracts.
  - Knowledge of Arts Councils and Foundations.
  - Knowledge of corporate fundraising.
  - Knowledge of CCRA guidelines relating to registered charities.
  - Understanding of current accounting practices and principles of bookkeeping.
  - Knowledge of human resources, human rights and employment equity Legislation.

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