



NightwoodTheatre

Managing Director

**Job Posting and Position Description
Package**

Date Posted: November 4, 2021

Application Deadline: December 2, 2021

Summary	2
Nightwood - Brief Summary	2
Overview of the Role	3
What You Will Do	4
What You Bring to the Role	5
Compensation Package and Key Information	6
How to Apply	7

1. Summary

Organization:	Nightwood Theatre
Title:	Managing Director
Reports to:	Board of Directors
Location:	Toronto, ON
Start Date:	March 1, 2022 (negotiable)
Salary:	\$58,000 - \$65,000 gross per annum, plus benefits
Term:	Full-time

COVID Policies and Protocols

All Nightwood staff, artists, volunteers, and contractors will be required to follow the organization's COVID policies and procedures, as approved by its Board of Directors, and amended as needed in response to the changing circumstances of the global pandemic. Key parts of these policies include:

- Work Location - due to COVID-19, the Nightwood team are currently working from home, with an eventual return to the office in Toronto. This position will be expected to work out of the office in Toronto as pandemic conditions allow.
- Vaccination policy - as a condition of employment, new employees will need to provide proof of being fully vaccinated no later than two weeks prior to starting work, and maintain ongoing vaccination status as recommended by Public Health Canada.
- For any in-person meetings or events, protocols including social distancing and masking are in place.

2. Nightwood - Brief Summary

Nightwood Theatre

As Canada's foremost feminist theatre, Nightwood provides an essential home for the creation of extraordinary theatre by trans and cis women, Two-Spirit, trans and non-binary folks. Our vision is to be a world-renowned cultural centre for provocative theatre, bringing audiences, artists, and activists together to elevate

gender oppressed voices. Our values are provocation, empowerment, feminism, inclusivity, integrity, opportunity and respect. Founded in 1979, Nightwood Theatre has created, produced and toured award-winning plays that have garnered Dora Mavor Moore, Chalmers, Trillium and Governor General's awards.

As an equity seeking organization, our mandate continues to be relevant as we advocate for, celebrate and connect gender oppressed artists with audiences who are passionate about consuming intersectional feminist culture. We are continuously investigating what the cultural shifts in feminism and gender mean for a company such as Nightwood by actively reflecting and refining our values, ensuring they are embedded in all of our relationships.

Nightwood Theatre has had an important place in the Canadian theatre ecology for forty years, serving the artists who we develop and celebrate, the theatregoing and theatre-curious audiences in the city of Toronto, as well as our sector's understanding and advocacy of feminist practices in theatre. Nightwood has had a massive impact shifting the weight of what's produced and who helms those projects. While women account for 50% of the membership of the Playwright's Guild of Canada, they accounted for only 22% of produced playwrights in 2013/2014.

Website: <https://www.nightwoodtheatre.net/>

Nightwood Video <https://www.youtube.com/watch?v=-Hq1TouYuVY>

3. Overview of the Role

Nightwood is dedicated to building an organization that reflects the communities we serve, as well as actively working on dismantling systems of oppression and centering care in our work. We actively welcome and encourage applications from equity-seeking groups, prioritizing applications from trans and cis women, Two-Spirit, trans and non-binary folks. Equity-seeking groups can include those who identify as Indigenous, Black, People of Colour, Trans, Nonbinary, Queer, Disabled and intersections of those identities.

The Managing Director is a co-leadership position with the Artistic Director. Together, they report to the Board of Directors and provide visionary, forward thinking leadership with strong financial management practises, reflective of Nightwood's progressive Feminist mandate.

The Managing Director is responsible for the overall leadership and management of the organization including oversight of production/producing, finance, development, communication, administration, and day-to-day operations, as well as the oversight of Nightwood's contracted artists and team members. The

Managing Director will also work with the Artistic Director to create, oversee, implement and model initiatives and programs that support Nightwood's Feminist, Anti-Racism and Anti-Oppression values.

4. What You Will Do

ORGANIZATIONAL LEADERSHIP

- Co-lead with the Artistic Director in the development and execution of Mission, Vision, Values and resulting strategic plans for Nightwood
- In partnership with the Artistic Director, ensure Nightwood's programming, networking and outreach programs support the mandate and financial viability of the company
- With the Artistic Director, create and implement a positive work environment for the staff and artists - including creating a collegial and collaborative workplace culture, establishing fair and transparent staff policies and processes, and encouraging growth of staff through performance management and development programs
- Senior leader with oversight of the producing and production aspects that support the creative and artistic plan for Nightwood Theatre's season programming
- Set, oversee, and ensure close management and execution of production budgets and task deadlines are achieved, in consultation with Artistic Director
- Conduct all negotiations with artists, agents, professional associations, service providers; ensure agreements and contracts demonstrate Nightwood's values and are effectively executed
- Prepare for and steward board management including: collaborating with Board and/or committees on identified initiatives, providing the Board with financial and capital recommendations for approval, and strategic and annual operational success metrics and status reporting
- Acts as Company contact or representative to all industry unions and associations

FINANCIAL LEADERSHIP

- In partnership with the Artistic Director, develops and manages the budget, presents budget to the Board of Directors, and handles the organization's audit
- Ensure that all financial matters are effectively executed and that all established deadlines are adhered to

- Ensure that all revenue generating activities meet established targets and are conducted according to both governance, mandate and values requirements

DEVELOPMENT, NETWORKS, AND COMMUNICATIONS

- Direct the business team through support, delegation, and mentorship to ensure delivery of fundraising, marketing, audience, and sponsor development objectives
- Manage relationships and networks, both the artistic ones that connect Nightwood to the theatre community and the financial ones that lead to sponsorships and support fundraising success
- Ensure all business development, marketing and program production activities meet the annual business objectives and targets
- Ensure all funding opportunities are explored and cultivated, preparing submissions to support the financial/operational and project requirements of the company

ADMINISTRATION AND OPERATIONS

- In consultation with the Artistic Director, hire all external contractors and communicate specifications and expectations of delivery requirements
- Develop and ensure adherence to all documented policies and practices by staff and contractors
- Ensure all systems, organizational records, tools and processes support the efficient delivery of core business and creative requirements
- Ensure accurate and timely reporting to CRA and granting bodies. achieving all required deadlines
- Ensure all office administration is assigned and resourced effectively

COMMITMENT TO THE VALUES OF NIGHTWOOD

- Encourage, model and promote an anti-racist, anti-oppressive, feminist workplace culture
- Work with the Artistic Director as a co-leadership team to actively create a harmonious, collaborative space for all to work within

5. What You Bring to the Role

Experience, Qualifications & Attributes

- Eligible to work in Canada
- Have practical experience in operational and theatre business management or applicable transferable experience. Experience in producing live theatre is considered a strong asset
- Strong strategic perspective, detail-oriented, able to meet deadlines, handle concurrent projects, with a strong track record of fulfilling commitments and meeting deadlines
- Strong financial management skills (including budgeting development, tracking, financial statements, return on investment)
- Proven ability to create and implement earned and contributed resource strategies, including sales revenue targeting, grant writing/reporting, sponsorship proposals, foundation applications, etc
- Ability to communicate compellingly both in written and oral presentations – from public presentations, board reporting, reports to funders, in proposal and grant applications and acting as spokesperson to the company when needed
- Strong people management skills, with ability to deal with a wide variety of stakeholders and situations
- Ability to effectively prioritize opportunities and activities within the resources of the organization.
- Project management skills; ability to manage complex projects with limited resources under tight deadlines
- Commitment to apply knowledge of laws, regulations and ethical principles relevant to leading a not for profit entity
- Working knowledge, practice and cultural competency in contemporary feminism, anti-racism, anti-oppression and inclusivity

6. Compensation Package and Key Information

The salary range for this position is \$58,000 - \$65,000 gross per annum. In addition, Nightwood Theatre offers a package including benefits, RRSP contribution, and mobile phone expense top up.

This is a full-time position, with potential for flexible working hours. Due to the operational needs of the theatre (including performances, rehearsals, events, meetings), there is a requirement to work flextime including nights and weekends.

The Nightwood Theatre offices are located in the Distillery Historic District. The Distillery Historic District is an accessible site and provides for mobility-accessible parking, ramp access to buildings, shops and restaurants, washrooms with child changing facilities, and wheelchair accessible stalls. The historic streets inside of the Distillery District are made of cobblestone and are naturally uneven in some locations.

7. How to Apply

Nightwood Theatre has formed a Search Committee including Board members, the Artistic Director and members of the Theatre Community, composition of the Search committee includes at least 50% IBPoC as well as Age and Gender representation:

- Board Members: Tara Remedios (Search Committee Chair), Dr. Barbara Moses
- Organizational and Community Representation: Sedina Fiati, Isaac Thomas, Andrea Donaldson
- Facilitation and coordination by LeSage Arts Management (Joanna Yu and Jeanne LeSage)

Nightwood is dedicated to building an organization that reflects the community we serve. We actively welcome and encourage applications from equity-seeking groups, prioritizing applications from trans and cis women, Two-Spirit, trans and non-binary folks. Equity-seeking groups can include those who identify as Indigenous, Black, People of Colour, Trans, Nonbinary, Queer, Disabled and intersections of those identities.

APPLICATION PROCESS:

Qualified applicants can go to this PORTAL and submit an application no later than 5:00 pm ET on December 2, 2021.

This link takes you to a form with preliminary questions and an opportunity to submit a CV in PDF format. This [worksheet](#) contains the questions and information you will be asked to include in the link above.

In the platform above, we welcome the OPTIONAL opportunity for voluntary self-identification; for you to share with us any important identities you hold that shape your identity/experience in a way you would like known by the Search Committee.

If you need accommodations to apply for this position or any point of this process, and/or would like to submit your materials in an alternative format, please contact Joanna or Jeanne at HR@lesagearts.com and a staff member will be able to support you through the application process via email, phone call, and/or video chat.

All applications will remain confidential and will be carefully reviewed and assessed by the Search Committee.

KEY DATES (subject to change)

November 4, 2021:	Job Posting Circulated
December 2, 2021:	Posting Due Date
December 2021	Telephone Interviews with consultant
<i>*break during the holidays*</i>	
January 2022	Formal Interviews with Search Committee (TBA on Zoom, TBA in-person if possible)
February 2022	Offer
March 2022	Candidate begins (start date flexible)

In the spirit and intent of the Truth and Reconciliation Commission's recommendations, Nightwood Theatre acknowledges the land on which our work is created and where our offices are located is the traditional territory of many Nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples, and is home to many diverse First Nations, Inuit, and Métis peoples. We acknowledge them and any other Nations who care for the land (acknowledged and unacknowledged, recorded and unrecorded) as the past, present, and future caretakers of this land, the traditional territory named Tkarón:to, the Mohawk word for "the place in the water where the trees are standing." We recognize the enduring presence of Indigenous peoples on this land. We commit ourselves to addressing and disrupting the systems of oppression and the colonial forces that undermine, distort, or erase the vital role of Indigenous

peoples in our world, and recognize stewardship as a shared responsibility of all those who reside in a territory, as is the spirit of the Dish With One Spoon Wampum agreements.