



JOB CALL: Operations & Development Manager - SummerWorks

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| Title: | Operations & Development Manager |
| Hours: | Full Time: February 22 – December 17, 2021 (with an opportunity to extend) |
| Fee: | \$52,000 per annum + benefits |
| Engagement conditions: | Employee - fixed term contract |

SummerWorks expands the possibilities of performance. We are a leader, collaborator, and community builder at the forefront of contemporary performance – asking crucial questions; nurturing artistic innovation; and presenting new works that reflect the complexity and diversity of our society. Anchored by our annual SummerWorks Performance Festival in August, SummerWorks offers a year-round program of creation, presentation, and learning opportunities for artists and audiences. www.summerworks.ca.

Please note, the SummerWorks team is currently working remotely in line with Covid-19 health and safety protocol.

Operations & Development Manager: Description & Duties

The Operations & Development Manager is responsible for the efficient running of the operational elements of the organization, covering four areas: administration, fundraising & development, finance, and human resources. The Operations & Development Manager will oversee the organizational critical path, fundraising and development strategy, operating budget, and manage financial processes with the Bookkeeper. They are also responsible for smooth day-to-day operations.

Reports to: Artistic & Managing Director.

Direct report: Bookkeeper.

Responsibilities of the Operations & Development Manager

Administration:

- Develop and manage the organization's critical path, in collaboration with the Artistic & Managing Director and Managing Producer.
- Manage the running of the office, including, but not limited to: implementing organizational systems; ensuring stationary and health & safety supplies are maintained; and phone and email enquiries are responded to.



- Ensure records, subscriptions, and databases are maintained, including CADAC, donor lists, audience lists, artists and partner contact lists, and supplier contact details.
- Review and renew insurance policies.
- Manage the Board meeting schedule and Board correspondence; attend and minute all Board meetings; maintain Board documents.
- Manage the organizational meeting calendar; attend and minute team meetings as required.
- Managing the inventory and sign-out of the organization's equipment and materials in storage.
- Manage the upkeep of the organization's website, ensuring accurate and up-to-date information, particularly in the off-season.
- Oversee the completion of the organization's annual Charitable return.

Fundraising & Development:

- Develop and implement the Fundraising & Development Strategy for the organization, in collaboration with the Artistic & Managing Director and Development Committee.
- Create and oversee the delivery of appeals for individual giving and donor stewardship.
- Prepare and submit all government grant, foundation and corporate sponsorship applications on behalf of the organization, in collaboration with the Artistic & Managing Director and Managing Producer, as appropriate.
- Liaise with the Development Committee and Board to ensure they are up-to-date on fundraising plans and are able to assist.
- Actively research and seek out new development opportunities for the organization.
- Develop sponsor packages and proposals in collaboration with the Managing Producer.
- Manage funder, sponsorship and partner recognition.
- Manage reporting to all funders, corporate sponsors, and donors.
- In collaboration with the Artistic & Managing Director, manage ongoing relationships with all government, foundation, corporate, and private funders.

Finance:

- Develop the organization's operating budget in collaboration with the Artistic & Managing Director and Managing Producer.
- Monitor and revise the annual operating budget with input and approval from the Artistic & Managing Director and Board.
- Oversee the management of the organizations financial processes with the Bookkeeper.
- Establish and maintain effective systems for managing income, expenditure and cash flow.



- Review monthly bank reconciliations, quarterly analysis, updating profit and loss statements and reconciliation of balance sheet and other as required.
- Manage daily company finances, including petty cash and banking.
- Manage box office reconciliations.
- Prepare necessary documents for financial reporting to the Artistic & Managing Director and Board.
- Coordinate daily, monthly, quarterly, periodic and annual accounting deadlines.
- Manage the year-end audit process, ensuring timely and complete year-end schedules, working with the Bookkeeper to ensure preparation of documentation.
- Ensure the organization's compliance with statutory requirements by assisting with preparation of statutory returns and reviewing returns prepared by the Bookkeeper.

Human Resources:

- Be responsible for the overall day-to-day HR function and the development of employment policies and practices, with input as appropriate from the Artistic and Managing Director and Board.
- Oversee the updating of organizational policies and procedures across all platforms.
- Promote the values and mission of SummerWorks, ensuring these are known and shared by the team members, artists, venues, and partners
- Update and distribute staff training and onboarding documents.
- Manage the creation, distribution and administration of job calls.
- In collaboration with the Artistic & Managing Director and Managing Producer, onboard all staff.
- Maintain role descriptions and manuals for positions available within the organization.
- Manage and create all contracts for all staff, artists, partners and venues. Ensure that the SummerWorks office is open and supervised during regular hours and that staff is available to respond to inquiries by phone, email, post or in person.
- Support the organization's ongoing Diversity, Equity and Inclusion audit; collaborating to create and implement action plans as required.
- Supervise freelance and short-term contract staff as appropriate.

Operations & Development Manager: Qualifications

You are someone who:

- Has 5+ years relevant experience.
- Has a passion for the performing arts.
- Has exceptional organizational, planning, team-building and time management-skills.



- Has experience with managing operational budgets over \$500,000.
- Has excellent verbal and written communication skills.
- Is personable and able to develop a positive rapport with staff, partners and donors.
- Has proven ability to secure and manage funding from public sources.
- Has proven financial acumen.
- Has excellent computer skills, including experience of using Quickbooks, Google Suite, Excel, Slack, Zoom, and project management software (e.g. Airtable) at an advanced level; also comfortable with Wordpress and HTML.
- Has knowledge of best practices and regulations related to accessibility (i.e. AODA).
- Is motivated and meticulous, with a keen eye for detail.
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Experience working on festivals, live events, and within large teams in particular, is considered an asset.

A knowledge of the mission, mandate, values, and activities of SummerWorks, would also be favourable.

To Apply

To apply for the position, please email applications@summerworks.ca by **Monday, January 25th, 2021** and provide:

- A resume of one page;
- 3 references with current contact information;
- A cover letter of no more than one page addressed to Laura Nanni, Artistic & Managing Director, that:
 - Addresses why you would like to work for SummerWorks, and
 - Illustrates how your skills, knowledge and experience match the responsibilities and qualifications.

Please list “Operations & Development Manager Position” in the subject line and ensure that your full contact details are included in your resume and/or cover letter.

SummerWorks is committed to equality and diversity, both through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and cultures of all members of our community. We make every effort to ensure that no member of the community receives less favorable treatment in our recruitment process or when accessing our services on the grounds of gender identity, disability, race, religion or belief, age or sexual orientation.

We warmly encourage applications from equity-seeking groups, including those who identify as Indigenous, Black, People of Colour, Transgender, Nonbinary, Queer, Disabled and intersections of those identities.