

Employment Opportunity

Interim Senior Manager, Programming (Contract Position)

**Civic Theatres Toronto
Toronto, Canada**

The Programming department has an opportunity for an enthusiastic, resourceful team-player who thrives in a fast paced, hands-on environment in the role of “Interim Senior Manager”.

This position is a short-term contract starting January 22, 2018 until June 29, 2018 which may lead to an extension; or future opportunities.

Responsibilities include the budgeting processes and contract preparation and review as directed for the Programming department for all CTT theatres including the CTT annual budget, presentations, corporate events, and annual budget process.

KEY ACTIVITIES AND RESPONSIBILITIES

- Create and prepare programming budgets for review by Vice President of Programming and Director of Programming with individual estimates for each department.
- Create and prepare annual programming budget based on calendar of activity.
- Oversee annual production budget and aspects of annual capital budget for approval by Vice President of Programming and Director of Programming.
- Prepare and review contracts for CTT Presentations for execution by Vice President of Programming and President and CEO.
- Continually update “working” budgets with actuals as they become known, escalating budget issues appropriately as needed.
- Create financial reporting showing the original budget and each program’s actual expenditures.
- Control expenses and maximize revenues. Adhere to the requirements of CTT’s Finance Policy # 305 – At-Risk Presentations.
- Submit department and financial reports to Vice President of Programming, Director of Programming, Vice President of Finance, Director of Finance and defined stakeholders.
- Prepare budgets for government grants and other development needs in consultation with the Development department.
- Perform duties and projects as assigned.

JOB SPECIFICATIONS

- Minimum three to five years of cultural program management and/or financial administration experience in the music, performance arts and/or special event sectors.
- Post graduate degree in discipline related to the arts & entertainment field.
- Practical working knowledge and experience in event, stage and production management in a unionized environment.
- Thorough understanding and preparation of program budgeting.
- Financially responsible with excellent financial acumen.
- Strong communication, written and interpersonal skills.
- Attention to detail and highly organized.

WORKING CONDITIONS

- Flexibility in hours and schedules and include work on nights and weekends as required.
- Lack of natural light in workplace.
- Occasional objectionable odours in workplace.

THE ORGANIZATION:

In 2015, Toronto's City Council approved the consolidation of the governance and operations of the St. Lawrence Centre for the Arts, The Sony Centre for the Performing Arts, and Toronto Centre for the Arts into one new organization under the direction of a City appointed board called Civic Theatres Toronto.

The mandate of Civic Theatres Toronto is to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues.

HOW TO APPLY:

Interested applicants should email a cover letter and resume for confidential consideration to jobpostings@sonycentre.ca. Please include "*Interim Senior Manager*" in the subject line. Interviews with qualified candidate(s) will commence immediately.

No phone calls please.

Civic Theatres Toronto thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Human Resources will work with applicants requesting accommodation at any stage of the hiring process.

CTT is committed to diversity and encourages people from all backgrounds to apply.

Date Posted: November 10, 2017

Application Deadline: November 24, 2017

Start Date: January 22, 2018