

## **Employment Opportunity**

### **Project Manager – Capital Projects Civic Theatres Toronto Toronto, Canada**

The Operations department has an opportunity for an enthusiastic, resourceful team-player who thrives in a fast paced, hands-on environment in the role of “Project Manager – Capital Projects”. This position is a one year contract.

Reporting to and working closely with the Vice President of Operations, the Project Manager – Capital Projects will manage assigned capital projects within Civic Theatres Toronto (CTT).

The ideal candidate will have a background and/or familiarity in performing arts venues, building operations and capital projects.

#### **ACTIVITIES AND RESPONSIBILITIES:**

- Lead or assist in the creation of capital project tender documents
- Coordinate contractors where applicable
- Lead project budget preparation, scheduling and monitoring processes
- Create and manage the development of critical paths, planning, implementation, process and work back schedules to support capital projects
- Manage all capital construction activities (e.g. renovations, inspections, contractor and architect meetings, permitting activities, project close-out and building commission activities, calendars, mandated reports, etc.) for the purpose of ensuring that all phases of projects are completed within specifications and with minimal interruption to site personnel
- Maintains a variety of manual and electronic files and/or records
- Ensure projects and contractors work around day-to-day activity without interruptions to the CTT tenants, guests or productions
- Engage and contract consultants as required
- Other tasks as assigned

#### **JOB SPECIFICATIONS:**

- Project management experience working with project teams with multiple stakeholders
- Experience in authoring tender documents
- Experience in municipal procurement policies and procedures
- Experience in working with CCDC documents
- Knowledge of building infrastructure as it relates to building materials, systems and state of good repair standards
- Demonstrated ability to prioritize activities, develop plans, meet deadlines and manage multiple and complex operational matters on a daily basis
- Minimum 5 collective years' of experience in a similar positions
- Experience in a unionized environment
- Clear evidence of good judgment, reasoning ability, problem solving skills and strategic thinking capabilities
- Results oriented with strong verbal and written communication skills
- Excellent interpersonal skills that inspire trust
- Highly organized in a fast-paced environment

- Proficiency in AutoCAD is a strong asset
- Practical knowledge of employment, labour and occupational health and safety laws
- Proficiency in Microsoft Project an asset
- PMP Certification a very strong asset

### **WORKING CONDITIONS:**

- Occasional variable hours including nights and weekends
- Consistent ability to interact with a wide range of temperaments
- Ability to stand and walk freely and quickly
- Travel between all three CTT venues

### **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](mailto:jobpostings@sonycentre.ca). Please include "Project Manager – Capital Projects" in the subject line.

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). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process.

Date Posted: January 11, 2018

Application Deadline: January 25, 2018

Start Date: ASAP