



Annapolis Royal, NS

The prettiest small town in Nova Scotia is actively seeking a General Manager for its two hundred and twenty five seat theatre.

Annapolis Royal is a great place to raise a family, to work or enjoy retirement.

Come and enjoy the benefits of small town living.

Responsibilities:

The Theatre Manger:

Works with and reports to the Board to formulate and implement the Theatre's Strategic Plan,

Supports and works with the Board of Directors and Board sub committees,

Reports on relevant matters at monthly Board Meetings,

Develops and maintains a calendar of events with suitable and varied programming,

Manages the theatre on a day-to-day basis,

Works with the Board in the development of an annual budget and ensures financial records are accurate and up to date,

Supervises senior staff and through the house manager junior staff and employees, and

Ensures events are promoted and advertised through the use of a variety of media including the Theatre's web site and Facebook.

Skills and experience

Work experience in a theatre or other art's organizations is very desirable.

Experience in working with a board and sub-committees is very desirable.

Knowledge of the use of computer based management and financial systems is a definite asset.

Experience in human resource management is a definite asset.

A demonstrated ability to create and work towards the achievement of both short and long term goals is very desirable.

Experience in the development of successful grant proposals is very desirable.

Please forward your resume and cover letter to kingstheatreresume@gmail.com

no later than January 20 th,2016.

Address queries to kingstheatreresume@gmail.com