

THE FIREHALL ARTS CENTRE SEEKS NEW MANAGING DIRECTOR

The Firehall Arts Centre

Recognized nationally for its long-term commitment to bringing diversity to Canadian stages, the Firehall Arts Centre of Vancouver has led in providing innovative and powerful performances from many of Canada's leading IBPOC artists, playwrights and choreographers. A not-for-profit charitable organization, the Firehall Theatre Society has been animating a city-owned 117 year old heritage firehall building for forty seasons. The company occasionally tours its theatre productions and works to support independent artists and other professional arts organizations through its subsidized theatre and studio rental programs, mentorship programs, and production partnerships. It is a welcoming host to the annual Dancing on the Edge Festival, Powell Street Festival and the Vancouver International Fringe Festival.

The Job

The Society is seeking an individual who preferably has experience in not-for-profit professional arts management. Reporting to and working in collaboration with the Artistic Producer, this individual will be responsible for overseeing the administration of the company including financial planning and controls, fund development, human resources management, community engagement, marketing, and facility operations.

This is a full-time position with some evening and weekend hours dependent on production schedules.

Salary range \$60,000-\$65,000+ (depending on experience) with extended medical and dental benefits.

The Qualifications

- Great interpersonal, written and spoken communication skills
- A minimum of six to ten years in arts and/or not-for-profit business management
- Degree/diploma in arts administration, communications, or business (desirable)
- Strong financial management and organizational skills
- Grant-writing and fund development knowledge
- Solid knowledge of social media, digital systems and data base management
- Knowledge of ticketing programs (desirable)
- Familiar with working with a not-for-profit society Board of Directors
- Diversity/anti-oppression training an asset
- An understanding of the Canadian Theatre agreement and other professional arts industry agreements
- Love and knowledge of the performing arts with a particular focus on theatre and contemporary dance
- Curiosity and a willingness to learn.

If you don't have all of these qualifications but are passionate about the performing arts, the Firehall, and the work that we do, please tell us about the qualifications that you do have and why you might be the perfect person for this job!!

To Apply

Deadline for application is September 3, 2021 (or until a suitable applicant is found). Applicants will only be notified if they are selected for an interview.

Please send your application and cover letter stating your availability to firehall@firehallartscentre.ca with **Managing Director** in the subject line, or mail it to 280 East Cordova Street, Vancouver, BC V6A 1L3