

## **Kaeja d’Dance Call for General Manager**

General Manager

Date Posted: April 6, 2024

Application Deadline: Monday May 6, 2024

Start Date: Monday May 20, 2024 (Negotiable)

Salary: \$65,000-\$75,000

Benefits: Health Care Package

Province: Ontario

Region: Metro Toronto Area

City: Toronto

Term: Full-Time Management

### **JOB CALL – GENERAL MANAGER**

Kaeja d’Dance is seeking a General Manager to join our collaborative professional team. This Full-Time position provides year-round operational and strategic management for the Company, and reports to the Artistic Directors. We welcome and encourage submissions from all who are legally able to work in Canada, from equity groups, including those who identify as Indigenous, Black, People of Colour, Trans, Nonbinary, Queer, Disabled and intersections of those identities.

### **ORGANIZATION DESCRIPTION**

Kaeja d’Dance has established itself as one of Canada’s longest standing contemporary dance companies. Toronto based since 1991, we create provocative contemporary dance works, dance films, digital innovations and empowering education, mentoring, and community & outreach programs. The Company collaborates with international and local dance artists, composers, designers and collaborators, and presenters, to create performances that push boundaries and infuse local and international communities with exciting new experiences both on and off the stage. Kaeja develops performance platforms for professional dance artists to thrive. We care about the action we take in Canada and abroad, and the responsibility of bringing together art-making and audiences. Kaeja is committed to evolving equity practices and accessibility within the sector. With over 160 original works including commissions world-wide, our Company performances often include professionals with local community everyday movers, provoking collaborative relationships between the body and the everyday. <https://www.kaeja.org/>

### **ROLE OVERVIEW**

Kaeja d’Dance is looking for an experienced, collaborative and resourceful General Manager to grow the Company into its 4th decade. We invite folks who have an excellent grasp of organizing systems and tools, along with excellent administrative, financial management, revenue generating and proposal writing skills. We are looking for an individual who loves working as part of a team, is an innovative contributor bringing new ideas and enhancing existing initiatives, works independently and can oversee a small staff, collaborators and projects. Multitasking and attention to details are required. Working in

tandem with Co-Artistic Directors Karen and Allen Kaeja, the scope of the team's leadership management duties will embrace new initiatives, and developing activities.

The role is hybrid (remote and in person) and reports to the Co-Artistic Directors. This position (40 hours/week) is for a knowledgeable, ambitious individual to take on a leading role in the continued development of the Company and its place in the dance sector. The ideal candidate is a collaborative, highly organized, self-directed problem solver, with at least five years working experience in the Arts Sector related to this role. Management experience in the arts or other Not-for-profit organizations will be essential to the success in this role. The candidate is an excellent and compassionate communicator, and has exceptional judgment with a commitment to the collaborators, audience and the donor experience. This role is multifaceted and requires an individual who is comfortable wearing many hats and multitasking.

Now heading into our 33rd year, the Company initiates its perspective through a process lens of equity, diversity and inclusiveness. Kaeja is an equal opportunity employer and prohibits discrimination and harassment of any kind.

### **Role and Responsibilities - General Manager, Kaeja d'Dance**

The General Manager is responsible for the overall management of Kaeja d'Dance working in alignment with its mission, vision, and core values, including commitment to principles of equity, diversity, and inclusion.

#### **Relationships: The General Manager**

- is accountable to, reports to and draws authority from, the Co-Artistic Directors
- provides the Co-Artistic Directors, the Board of Directors, and Board committees regular information on issues falling under the jurisdiction of the General Manager
- works cooperatively with the Board of Directors, ensuring that information and/or proposals presented to the Board reflect appropriate analysis and contribute to the strategic and financial goals of the Company
- collaborates closely with and manages the staff team to ensure the effective and efficient administration of all programming, including budgeting and financials

**Administration: The General Manager** works in partnership with the Co-Artistic Directors on all matters relating to Company oversight, budgeting, networking, and community building, ensuring the successful and thriving operation of the Company and the effective and efficient administration of all programming by:

- collaborating with team members
- taking the lead in the preparation and writing of text for: strategic plans; guidelines and policies; and regular reports to the Board

- managing and taking the lead on all Company operating and project grants from the preparation of applications, to the submission of final reports
- seeking new areas of financial revenue within the scope of Company activities
- taking the lead in the preparation of project and operating, annual and multi-year budgets and financial updates for all activities for approval of the Board of Directors
- managing staff on marketing, communications, publicity materials, website, house programs, and e-newsletters
- developing and maintaining supportive, sustainable and respectful language and working relationships in the organization and with the dance community and public-at-large
- developing marketing and communication strategies

#### **Financial Management: The General Manager**

- meets regularly with the Co-Artistic Directors, collaborating on budget development
- provides and presents quarterly budget reports, annual and multi-year operating budgets to the Board for approval
- manages all Company operating and project grants from the preparation of applications to the submission of final reports including CADAC updating
- manages the annual audit process and preparation of financial statements in collaboration with the external Auditor and Bookkeeper
- ensures financial compliance in all areas of tax and charitable returns, insurance policies, and all applicable financial reporting requirements, working with a PT bookkeeper to prepare monthly reconciliations, process payroll liabilities, process T4s and T4As, ROEs, and maintaining accurate records of financial transactions
- works alongside the Kaeja d’Dance Board Treasurer when necessary

#### **Fundraising and Development: The General Manager**

- collaborates with the Co-Artistic Directors on fundraising and advocacy to support the Company in growing sustainable patron loyalty
- designs and implements strategies to increase revenue
- researches new funding opportunities from public and private sources
- actively participates in fundraising activities by communicating with donors, potential donors and sponsors throughout the season, soliciting their continued support to enable the artistic growth of the Company
- recruits new community and corporate partners for donations, sponsorships and in-kind support
- stewards relationships with multiple stakeholders including donors, sponsors, politicians, volunteers
- develops and supports fundraising initiatives and creates annual donor receipts

### **Human Resources: The General Manager**

- manages recruitment and training of several new staff ensuring team members understand their roles, responsibilities, and performance standards, providing ongoing and informal feedback, coaching, and support
- provides orientation, supervision, and direction to all personnel in carrying out the management plans and policies of Kaeja d'Dance as approved by the Board of Directors
- prepares contracts for staff and freelance collaborators, and coordinates to completion
- supervises full- and part-time team members - Project, Outreach, Education and Marketing staff, contract staff and volunteers
- provides project management to large-scale productions and multiyear community engagement activities such as Porch View Dances, overseeing festival staff
- guides partner organizations for community engagement projects like Porch View Dances
- designs marketing strategies as needed for various projects
- contributes to development of strategies to reduce and remove barriers to employment, participation, and opportunities
- updates HR policies in collaboration with the Artistic Directors and Board of Directors
- manages all aspects of Company touring (with some possibility of travel in this capacity)

### **Board of Directors: The General Manager**

- works alongside the Board President and Board to develop new policies and procedures and supports Board subcommittees
- reports to the Board on programming, education, community, and outreach initiatives
- manages the Board meeting schedule, attends and minutes Board meetings as required, maintains Board documents
- performs other activities as may be requested by the Board from time to time
- attends meetings of the Board of Directors in an *ex officio*, non-voting capacity
- Presents a General Manager report and financials at all Board meetings and as required

### **REQUIREMENTS**

- Experience in the Not-for-profit Arts Sector
- Strong interest in the performing arts, community engagement, and public space activation
- Informed knowledge, commitment and implementation towards anti-racism and anti-harassment practices, and the lived experience of marginalized collaborators and team members, volunteers and audiences
- A team player comfortable with and contributing to evolving new ideas and updating current ones
- Excellent organizational skills: managing critical paths, creating timelines, maintaining schedules, tracking/documenting materials, creating and proofreading copy, etc
- Critical eye for attention to details in all facets of Company and communications
- Experience managing small teams and training new team members and/or volunteers

- Advanced budget understanding and management
- Advanced problem-solving skills. You think ahead, anticipate potential problems/outcomes and plan accordingly
- Highly developed research and grant writing skills and a track record of writing successful funding submissions
- Fluency in English
- Experience with private fundraising such as corporate sponsorship or foundation donations
- Excellent interpersonal skills. Comfortable working with a variety of stakeholders such as presenters, arts councils, volunteers, our Board, current and potential donors, local politicians, small business owners and community groups with a commitment to quality customer service
- Ability to prioritize deadlines

### **MUST BE COMFORTABLE USING**

- Microsoft Office Suite
- Excel or other spreadsheet data management software
- Google Products: Google Drive, Google Docs primarily
- Adobe PDF
- Fundraising platforms and software
- Project management software such as Monday.com or other
- Familiarity with bookkeeping processes. Knowledge of Quickbooks Online
- Familiarity with the various funding bodies portals for online applications
- Experience using CRA website

### **HOURS**

This is a full-time position Monday to Friday at 9am-5pm, 40hrs/week. Occasional overtime/evening or weekend work as needed during production times.

### **BENEFITS**

- Health Care Package
- Two weeks paid vacation in the first year of employment plus additional holiday time off during office closure from December 27 – 31, when not in production
- Vacation increases to three weeks after the first year, plus additional holiday time off as indicated above, when not in production
- This position is hybrid. The Employee must have access to stable broadband internet. A laptop will be provided from the Company. In-person meetings take place at the Kaeja office located in Toronto's Seaton Village. The General Manager will be required on-site for productions that take place in the evenings and on weekends.

### **HOW TO APPLY**

Kaeja d'Dance is committed to creating a safe work space for all and to reduce barriers to participation in our events and employment. Kaeja will work with applicants requesting accommodation at any stage of the hiring process.

- **Submission deadline:**
  - **Monday May 6, 2024 or before**
  - Applications will be reviewed until the position is filled. We will begin reviewing applications as received and until the role is filled
- **Please include:**
  - A cover letter (PDF) that highlights your approach to management, your experience, what motivates you to seek this position, and if/how you know Kaeja d'Dance
  - A resume or CV (PDF)
  - Please combine all documents into one PDF and email to [submission@kaeja.org](mailto:submission@kaeja.org) with the subject line "General Manager"
  - References will be required upon request and will not be contacted prior to informing the applicant
- During the interview process the applicant may be asked to complete a sample document.
- While we thank all applicants for their interest, only those selected for an interview will be contacted.

**CONTACT INFO**

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