

Classification	Administrator
Original Date:	August 2007
Revision Date:	June 30, 2017 July 1, 2018
Pay Group:	9

**ASSOCIATE MANAGING DIRECTOR, PRESENTING AND ADMINISTRATION,
BLUESHORE FINANCIAL CENTRE FOR THE PERFORMING ARTS**

NATURE AND SCOPE OF WORK

The Associate Managing Director, Presenting and Administration is responsible for coordination and booking of external performances, series, and initiatives for the Capilano University Performing Arts Theatre (CCPAT). Duties include managing CCPAT marketing and promotions staff, producing festivals, booking acts, coordinating events, implementing marketing/publicity campaigns, soliciting sponsors and funding agencies and production coordination. The Associate Managing Director also sets and monitors budgets for the CCPAT series and events. The incumbent reports to the General Manager, Performing Arts Theatre.

ILLUSTRATIVE EXAMPLES OF DUTIES / SPECIFIC RESPONSIBILITIES

- Plans, schedules, directs, evaluates and supervises the work of CCPAT marketing and promotions support staff. Ensures that staff receives appropriate training. In consultation with Human Resources, administers the collective agreement in relation to support staff including exercising hiring authority, disciplining as applicable, authorizing overtime, reviewing requests for leaves and other similar requests, and representing management where required in the grievance process.
- Sets goals; establishes priorities; develops concepts and approaches; reviews projects progress and results; and makes programming decisions for the CCPAT.
- Manages booking of CCPAT performance series and events.
- Manages industry partnerships for the CCPAT.
- Builds linkages and encourages sponsorship for promotions, grants, etc for the CCPAT.
- Prepares and submits grant applications to appropriate organizations for the CCPAT.
- Prepares reports for a variety of public sector arts funding agencies for the CCPAT.
- Prepares, organizes, presents and administers budgets for CCPAT performance series and events involving external artists, guest artists and external partnerships.
- Conducts short term and long term planning for the CCPAT and the other performance



facilities, including season and event planning, in consultation with stakeholders.

- Attends regional, national and international conferences on behalf of the CCPAT.
- Performs other duties as assigned by the Dean.

KNOWLEDGE/SKILLS AND ABILITIES

- Demonstrated ability to plan, schedule, direct, evaluate and supervise the work of employees.
- Knowledge of budgetary processes.
- Superior negotiating, communication and interpersonal skills.
- Demonstrated ability to develop, plan, execute and complete multiple projects simultaneously.
- Ability to analyze and solve problems.
- Ability to work well under pressure and to meet deadlines and organizational requirements effectively.
- Considerable knowledge of the arts in the local, national and international community.
- Demonstrated ability to work effectively with a variety of arts and community groups.
- Ability to communicate both orally and in writing.

EDUCATION/TRAINING AND EXPERIENCE

- Bachelor's degree in a related field
- Three to five years' experience in programming for a performing arts theatre.