



## ARTS UMBRELLA

### MANAGER, THEATRE OPERATIONS

Full-time, permanent

#### About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Dance, Theatre, and Visual Arts. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change the lives of children and youth in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—things they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We reach close to 21,000 students every year, with nearly 80% participating at little to no cost.

Recently celebrating our 41<sup>ST</sup> year, Arts Umbrella moved into what was the South Building of the former Emily Carr University of Art + Design on Granville Island in April 2021. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella ("AU") is an organization full of heart, where self-expression and creativity are valued and nurtured.

#### The Opportunity

The Manager, Theatre Operations works collaboratively with leadership to help realize the vision and mission of Arts Umbrella and is responsible for managing all performance-related spaces at Arts Umbrella's Granville Island facility, including a 132-seat theatre, green rooms, lobbies, and Scene Design Shop.

#### Key Accountabilities:

- Liaise with artistic directors (Dance; Theatre, Film & Music; Art & Design) to support program goals and objectives
- Establish and maintain a master schedule for use of all performance spaces, considering the needs of all Arts Umbrella stakeholders
- Develop and administer budgets for
  - Ongoing theatre operations and maintenance
  - Maintenance of scene pieces/props
  - Capital improvements to the theatre space
  - Contractors, employees related to theatre operations (e.g. technical director, house manager, ushers, operators, technical stage crew, sound/lighting designers, etc.)
  - Stagecraft Program, in collaboration with the Artistic Director, Theatre, Film & Music
- Oversee backstage and front of house theatre operations, including the hiring, training and management of required staff, volunteers, and contractors
- Establish & maintain on-call crew lists for productions that require stage labour beyond the capacity of the department mounting the production
- Provide skills training for crew working in the theatre space and administer skills and safety sign-off protocols
- Expand and support the current corps of backstage volunteers (parents, community members)
- Liaise with Stagecraft faculty regarding shop use as required, as well as identifying backstage roles that could be potentially filled by Stagecraft students
- Implement information and software systems / solutions as needed, such as Point of Sale (concession and AU store) and Box Office Software, in collaboration with the Arts Umbrella IT department



## ARTS UMBRELLA

- Along with artistic directors, imagine, promote and facilitate inter-departmental collaborations within Arts Umbrella
- Support community engagement, collaborating with other groups/festivals to accommodate rentals for rehearsals, workshops, performances or exhibitions
- Maintain current professional theatre working practices and standards, and promote those standards within Arts Umbrella
- Establish and maintain relationships with local, domestic and international theatre, dance, and visual arts organizations, practitioners and associations in order to keep Arts Umbrella theatre operations current and relevant within the wider community of educational arts institutions
- Stay abreast of current workplace health and safety standards (local, provincial and federal regulations)
- Work with and support Arts Umbrella Joint Health & Safety Committee
- Performs related duties in keeping with the purpose and accountabilities of the job and department.

### What you bring

An ideal candidate for this position will be a highly organized, professional with experience in theatre management and a passion for working with children and youth. We are looking for a candidate who demonstrates a balance of technical proficiency and analytical skills with leadership, diplomacy and enthusiasm in their work. Our ideal candidate has the ability to manage multiple priorities in a fast-paced environment. Clear, calm communication with all stakeholders, including students, is essential.

We are on the lookout for the following technical competencies:

- Bachelor's degree in technical theatre or theatre production preferred, or an equivalent combination of education and professional experience
- Demonstrated supervisory experience in professional technical theatre, including at least three years' experience within an educational setting
- Strong understanding of modern stage equipment including lighting, networked sound and video systems (via Dante and NDI), rigging, special effects and theatre construction techniques
- Knowledge of theatrical IT resources, theatre production software, communication tools, and drafting programs (Office 365, audio and video editing software, Vectorworks, Q lab, Isadora)
- Stagecraft experience an asset
- Solid working knowledge of health and safety legislation, regulations and policies
- Creative problem-solving skills
- Highly developed communication skills, both written and oral
- Advanced interpersonal skills, able to relate and interact with multiple stakeholders, including children
- Experience in creating and managing budgets along with project management skills
- Able to work a flexible schedule that includes some evenings, weekends, late nights and early mornings as required

### Our commitment to equity, diversity, and inclusion

Arts Umbrella values diversity and inclusion and is committed to building a team that represents a variety of backgrounds, perspectives, and skills and reflects the children and youth in our programs. We strongly encourage applications from people of all backgrounds.

### How to apply

Send your resume and cover letter to [job@artsumbrella.com](mailto:job@artsumbrella.com), indicating **MANAGER, THEATRE OPERATIONS** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. **No phone calls please.**