

Belfry Theatre

Job Posting - Executive Director

The Belfry Theatre, Victoria BC's largest professional not-for-profit theatre is seeking applications for the position of Executive Director.

The Belfry Theatre is one of the city's oldest, most valued, and best-loved arts institutions. Founded in 1975, the Belfry has grown to be one of the most respected theatre companies in Canada. Known for the outstanding quality of its productions, and the care and respect it shows to artists, the company attracts some of Canada's most talented and well-known playwrights, actors, and designers.

Each season the Belfry produces four to six primarily Canadian contemporary plays, currently including at least one Indigenous led production, and presents four productions from across Canada as part of our annual SPARK Festival. The company actively commissions and develops new work from the national community, hosts local artists and companies, and provides access to several community organizations

The Belfry prides itself on its fair and ethical treatment of artists, staff and volunteers, as well as its programs designed to increase diversity and inclusion, and those that nurture local theatre-makers. It fosters a collaborative work environment that focuses on the well-being of its employees, volunteers, patrons and guest artists. The company seeks excellence and sustainability in all of its activities and seeks candidates who can maintain and foster our enviable record for solid financial, human, and artistic management.

The Belfry supports justice, equity, diversity and inclusion in all its work. The Belfry has continued to make our building more accessible and is committed to the on-going learning required to be a more inclusive and equitable theatre company. The Belfry is actively encouraging applications from individuals who identify as Indigenous, Black, People of Colour or other historically underrepresented communities.

The company has an experienced, collaborative, and skilled management team who work in partnership with the Executive and Artistic Directors.

Reporting to the Board of Directors the Executive Director provides leadership and oversight of all administrative operations, including fundraising, marketing, finance, human resources, facilities, capital planning and I.T. Working with the Board and staff the Executive Director will initiate and grow partnerships with philanthropic supporters, stakeholders, and audience members to cultivate and maximize the company's artistic and operational capacity.

As a leader the Executive Director provides opportunity for staff growth and success and supports Board members in their role as fundraisers and community ambassadors.

Applicants must demonstrate strong collaborative skills that will enhance the values of the company and support a strong working partnership with the Artistic Director. Among principal qualifications, applicants must demonstrate strength in financial and human resource management.

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Applicants are asked to provide a thorough cover letter that addresses their passion for the arts, the reasons they are interested in the position, the skills and experience they offer, and an understanding of the company's mandate, its position in local, provincial and national arts communities, and any initiatives they wish to foster in the growth and development of the Belfry. In addition, applicants must provide a comprehensive CV that identifies organization, job title, and major accomplishments in each of their previous positions. The CV should also detail education, as well as any professional development, Board, and other volunteer experience. Please include at least two preferred references¹ on the CV or cover letter.

In their cover letter or CV, applicants should also speak to their competencies in the following areas:

- Leadership in an arts organization
- A comprehensive understanding of the collaborative nature of working with and Artistic Director
- Ability to work with a Board of Directors who are responsible for a strong governance oversight
- Financial management of a non-profit organization, with the goal of ensuring long-term financial stability
- Human resources management, with an emphasis on diversity and inclusion, and a safe/respectful workplace for all
- Comprehensive understanding of Capital Planning and Facilities management
- Engagement in community outreach to various constituents including patrons, donors, corporate sponsors, Government funding agencies, other arts-related organizations, and agencies advocating for social justice, equity, diversity and inclusion.

The Belfry offers a comprehensive benefit package including paid vacation leave, as well as leave and support for professional development. The position offers a negotiable wage package, contingent on experience, of \$80,000.00 to \$100,000.00 per annum. If required, a moving and relocation allowance will be negotiated with the successful candidate.

Applications will be received in strict confidence and must be received by the search committee no later than January 24. Applications by email to: execdir.search@belfry.bc.ca

Or post to:

Belfry Theatre Search
1291 Gladstone Avenue
Victoria BC, V8T 1G5

Please mark "Confidential".

Only applicants selected for an interview will be contacted.

¹ The Belfry reserves the right to check references from any organization/person listed within the CV