



## Artistic Director - Ottawa School of Theatre

**Salary Range:** \$45,000 to \$50,000

**Position Status:** Permanent Flexible Time (25 to 30 hours per week)

**Language:** English; French is a strong asset

**Location:** Ottawa, Ontario

**Security:** Police check for vulnerable sector required

**Reports to:** OST-ETO Board of Directors President and Managing Director

---

### **ABOUT THIS ROLE:**

Reporting to the Managing Director and the Board of Directors, the Artistic Director is responsible for the overall artistic operations and programming of the Ottawa School of Theatre (OST-ETO) through a coherent vision supported by the Managing Director and the OST-ETO Board of Directors. The Artistic Director develops, supports and furthers the mandate of OST-ETO and is responsible for the communication between the staff, teachers, families, Board and community in order to enhance the vision of OST-ETO.

For OST-ETO, the priority is to provide a positive learning experience for students while instilling a love of and desire to learn more about theatre. The Artistic Director is required to attend and participate in OST-ETO events, Board meetings, appropriate committee meetings, and OST-ETO's AGM

### **ACTIVITIES AND RESPONSIBILITIES:**

#### **A. Overall**

1. Works with the Managing Director and Board of Directors to set the strategic direction for the School and ensures its implementation
2. Performs periodic review of OST-ETO's mandate/objectives and vision
3. Acts as a professional advisor to the Board of Directors on all creative and programming aspects of the School's activities including developing and maintaining a productive partnership with volunteers, stakeholders, student body, the community and the Board to further the goals of OST-ETO
4. Participates as an ex-officio, non-voting member of the Board
5. Implements decisions made by the Board
6. Provides recommendations, and seeks approval of the Managing Director and Board for the implementation of activities that affects the current strategic direction of the School.

#### **B. Program Development and Implementation**

The Artistic Director develops, implements and evaluates OST-ETO's artistic program through the following;

1. Develops the programming for the School including the research and scheduling of the season of programs, productions and workshops
2. Ensures the smooth delivery of the School's programs
3. Continuously evaluates and makes adjustments to the programming as the courses unfold, responding to artistic/technical and administrative issues as required

4. Develops performance schedules (dates, number of shows, length of run)
5. Periodically reviews, evaluates and modifies programs to meet changing needs

### **C. Human Resource Management**

The Artistic Director is responsible for human resource matters directly related to the contract teachers including hiring, supervision, evaluations, disciplinary actions, dismissals, and professional development. They will have assistance and support from the senior teacher who may act as a liaison between the contract teachers and the AD/staff as needed. The AD acts as liaison between contract teachers and the Board.

The Artistic Director will have responsibility including,

1. The appointment and direction of all staff or independent contract workers for artistic purposes;
  - Contracts and retains teachers for programs and specialized workshops and professional development, teaching assistants etc.
2. The development and implementation of standards and contracts for contract teachers;
3. Knowledge of the School's policies and practices in order to assure they are being followed
4. The design and implementation of a regular artistic/program evaluation system
5. Scheduling teacher and production meetings as needed

### **D. Community Liaison**

The Artistic Director is responsible for establishing and maintaining a positive working relationship with all stakeholders of the School.

The Artistic Director:

1. Represents the School at community activities to enhance the organization's profile
  - Keeps informed of local theatre activities, meeting with arts boards, other schools and companies for mutual development and artistic growth and strength in our community
2. Attends meetings of city staff as appropriate
3. Acts as a spokesperson for OST-ETO
4. Advocates for the arts community as required

### **E. Communications**

The Artistic Director:

1. In collaboration with the Managing Director and the Board:
  - Participates in the development and implementation of a communications strategy which governs public relations, promotions and publicity activities
  - Develops advertising for programming and works with local media to ensure the inclusion of such advertising in a timely manner
2. Provides artistic content for promotional materials, website etc. as required
3. Cultivates key relationships both internal and external, including:
  - OST-ETO Management, staff, teachers and volunteers
  - OST-ETO Board of Directors
  - OST-ETO student body and their families

- Potential: students and parents, volunteers, teachers
- Partners of the Shenkman Arts Centre
- Arts community/artists
- Community arts councils
- Key arts umbrella organizations
- Media contacts
- Funders (Ontario Trillium Foundation, City of Ottawa, federal, provincial and municipal governments, private donors)

## **F. Financial Management/Funding**

The Artistic Director is required to work with the Managing Director to develop a working budget for the Board to approve the operation's finances as presented by the organization's Managing Director, including management of expenditures, generation and tracking of revenue, ensuring that CRA policies are observed and that all Financial Procedures and Policies are followed and in accordance with the directives of the Board.

1. The Managing Director leads the annual budget preparation in conjunction with the AD and Treasurer of the Board of Directors
2. The AD realizes the artistic plan within the approved budget.

The Artistic Director is responsible for ensuring that grants and/or funding proposals are submitted in a timely fashion and is expected to pursue suitable funding opportunities. They will ensure the School meets the terms and conditions of those funding proposals and protects the School's best interests and further its mandate in so doing.

## **QUALIFICATIONS:**

In order to assume this position, the incumbent must have at least 10 years of progressive experience in, as well as extensive knowledge of the performing arts and the volunteer sector.

### **Education**

- Education qualifications for this position are normally acquired through a master's degree in fine arts or 10 to 15 years of an acceptable combination of relevant education and/or experience.

### **Knowledge, Skills and Abilities**

- Knowledge of leadership and management principles as they relate to the not-for-profit sector
- Work experience in the performing arts, including human resource management (including motivating, mentoring and problem solving), program development and project management. Some experience in financial management and administration including policy implementation will be considered an asset.
- An understanding of the performing arts communities and their activities in Ottawa
- Knowledge of public/community relations theories and practices and experience and willingness to work with a Board of Directors and Committees of the Board
- Previous fund development experience, including grant writing - preferably successful grant writing
- Excellent written and oral communication skills
- Demonstrated ability to guide the School and lead others in creating and executing an organization-wide strategic plan

- Good communication skills in English with strong need for proficiency in French

**Competencies:**

- Excellent planning and organizational skills
- Strong leadership, networking, partnership and team-building skills
- Advanced communication skills (written and oral), including computer proficiency
- Creative, innovative and passionate about theatre

**WORK ENVIRONMENT:**

Position requires both administrative as well as active and physically demanding work.