

## JOB DESCRIPTION

### GROS MORNE SUMMER MUSIC / GRAHAM ACADEMY

#### COMPANY MANAGER

**Position Title:** Company Manager

**Employment:** Full-time, permanent

**Salary:** \$35,000 - \$43,000, commensurate with experience

The employee will need to work flexible hours. The employee will determine the best way to allot these hours (37.5 per week), taking into consideration the schedules of those liaising with, as well as the need to be on-site during performances and events taking place after hours and on weekends.

#### **Rationale:**

Given the recent growth in the diversity of the activities of Gros Morne Summer Music, there is a need for overall management and oversight. Recognizing the growth in the capacities of core staff members, support is needed as each staff member's work carries the organization into the future.

#### **Position Overview:**

Working collaboratively with the core staff, the Company Manager has the responsibility of managing the overall functioning of the organization, including, but not limited to human resources, facilities and assets, audience development and marketing, and community engagement. Execution of many of the tasks resulting from these responsibilities will continue to be done by existing staff. The function of the Company Manager is to assign, oversee and facilitate tasks essential to the smooth running of the organization in accordance with the operating policies and procedures approved by the Board.

Any experience in management is an asset to this position and should be noted in the cover letter.

**Reports to:** Board of Directors

#### **Working Relationships:**

The Company Manager has a close, collaborative relationship with the Gros Morne Summer Music staff and faculty, the Board of Directors and its Committees as well as visiting artists, production specialists, and technicians.

**Location of Work:** The Convent, 110 Humber Road, Corner Brook

St. Pat's, Woody Point

## **DUTIES:**

### **HUMAN RESOURCES**

- 1) Oversee supervision of all staff and artists. Assign employees a direct supervisor, and manage oversight of these relationships
- 2) With the Personnel Committee and core staff, hiring, contracting, and management of staff and artists in accordance with the policies and procedures of the company
- 3) With the Personnel Committee, conduct annual performance reviews
- 4) With staff, convene regular meetings, and create strategies and schedules which ensure coverage of tasks, which are reviewed and presented to the Board

### **FINANCES**

- 1) With the Artistic Director, Treasurer, and core staff, develop and oversee budget
- 2) Support all granting applications & reporting and lead employment grant applications
- 3) With Accounts Manager & Treasurer, oversee all elements of finances

### **MARKETING**

- 1) With the Marketing Manager & Committee, develop and oversee a year-round marketing strategy which includes schedules and deadlines

### **LIAISON**

- 1) Attend Board & Committee meetings and oversee collaborative working relationships between staff, board, and committees
- 2) With the Artistic Associate, support the development of strong, collaborative relations with community organizations

### **FACILITIES/ASSETS MANAGEMENT**

- 1) With tech support staff, oversee inventory of assets and equipment, including oversight of rentals of equipment according to company policies
- 2) Oversee annual shutdown, reopening, cleaning, and grounds work of St. Pat's
- 3) With the Woody Point & Graham Academy committees and core staff, develop a plan to maximize the usage of venues and assets

### **PROGRAMMING**

- 1) With Artistic & Associate Directors, participate in the development of company activity across our four pillars of presentation, creation, innovation, and education
- 2) With Artistic Associate & Graham Academy Committee, oversee & support the development of the Graham Academy
- 3) Oversee logistics, (e.g. travel, accommodations) associated with programming activity