



Managing Director

**Start Date:** Monday, May 5<sup>th</sup>, 2025

Salary Range: \$65,000 - 86,000 + extended benefits

Deadline: Open until filled (position may be filled before posting expiry date)

Posting expires: February 28, 2025

#### About Toronto Dance Theatre (TDT)

TDT is the legendary artistic home and collaboration hub where, since 1968, curious creators, ensemble performers and audiences inspire each other to create and celebrate new explorations of dance. Recognized for the intelligent, provocative vision of its choreography and the exceptional artistry of its company of dancers, our organization is driven to create and produce new works, support dance artists in their choreographic practices, lead empowering outreach activities in the community, and spark engaging experiences for audiences in Toronto, across Canada, and internationally. Under the artistic leadership of Andrew Tay, TDT's programming holds space for diverse artists' perspectives, conversations on intersectionality, and regular partnerships with leading cultural organizations. Our home, the Winchester Street Theatre, plays a vital role in the local ecosystem and is a resource for 100's of artists and community groups.

We are seeking a managing director with demonstrated experience in leading teams and arts administration, using a creative and collaborative approach. Reporting to the Board of Directors, this key leadership role oversees operational, financial and strategic management. The ideal candidate will be collaborating closely with Artistic Director, Andrew Tay in a dual leadership model to realize the future goals for the organization as it continues to re-imagine itself and explore exciting new artistic horizons and potential business models.

This leadership role encompasses the following :

- **STRATEGIC PLANNING, LEADERSHIP and EXECUTION**
  - Development of a multi-year strategy for an arts organization
  - Successful execution of said plan and achievement of outlined metrics
  - History of successful capital campaign leadership and/or design for financing alternatives
- **STRONG GOVERNANCE BACKGROUND**
  - Proactive regular reporting and updates to the Board on strategic initiatives and other relevant metrics
  - Negotiating with multiple boards in the same organization
  - Resolving governance challenges with multiple stakeholders
- **OPERATIONAL MANAGEMENT**
  - Overseeing the evaluation and enhancement of facilities, while exploring innovative business models to strengthen revenue generation and organizational sustainability

The ideal skill set includes:

- Significant work experience in the performing arts as a manager, producer or production manager with strong administrative skills, financial management and human resource experience;
- Sound knowledge and experience related to operating a non-profit charitable organization;
- Strong collaborator with the ability to work with a range of people including technical, artistic and administrative roles;
- Experience reporting to and working with a Board of Directors;
- A commitment to transparency on all levels of the organization, while understanding when professional discretion is required;
- An affinity for contemporary arts practice; an interest in the dance sector is an asset;
- Knowledge in venue or facilities management, including capital improvement projects are an asset;
- Exceptional organizational skills with the ability to manage projects effectively on schedule and on budget;
- Excellent interpersonal and written communications with the ability to speak to a range of audiences;
- Flexible can-do attitude with a willingness to jump in where and when needed;
- Works independently while collaborating effectively with the larger team;
- Comfortable networking and representing the work of Toronto Dance Theatre in public engagements.

Responsibilities include:

- Collaborating closely with the Artistic Director to plan, produce and execute upcoming seasons and to manage the strategic direction of the organization;
- Acting as lead for all human resources responsibilities for artistic and admin staff (6-8), the seasonal company dancers (7-10) and guest artists/independent contractors (up to 30 in a season);
- Managing the operating budget of approximately \$1.1 million, ensuring production budgets stay on track and managing accounts payable and receivable, payroll, and administration related to Canada Revenue Agency;
- Reporting to TDT's Board of Directors on finances and operations at monthly board meetings;
- Working with the Board of Directors and staff of the Toronto Dance Foundation to oversee the Winchester Street Theatre's operational planning, strategic direction and fiscal management;
- Stewarding and fostering relationships with TDT's external stakeholders including funders, donors, patrons, and the professional dance community;
- Acting as a representative for TDT in all public forums.

### **Additional Information**

This role is initially a 4-day a week position transitioning to full-time by September 01, 2025. As a performing arts company, the position requires flexible work hours, including evenings and weekends. Ideally, the candidate will be available for a few days of handover with the current Interim Managing Director in April 2025.

Please note the administrative staff is working in a hybrid model, with expectation that the Managing Director will be present regularly in the TDT's office and facilities at 80 Winchester Street. Additionally, this position requires evening and weekend work hours at various times throughout the season.

Unfortunately, the building is not fully physically accessible.

To be considered, qualified candidates can apply through this Google portal at <https://forms.gle/vkobwoYzv79tjvzi7>

We thank all applicants in advance, but only those selected for an interview will be contacted.

Toronto Dance Theatre is committed to employment equity through a process which identifies and eliminates any discrimination in the organization's employment procedures and policies. We encourage applications from qualified individuals who identify as LGBTQ2IA+, First Nations, Inuit & Métis, people of colour, and people with disabilities.

If you require any accommodation throughout the recruitment process, and/or would like to request submitting the application in an alternate format, please contact [michael@tdt.org](mailto:michael@tdt.org). The application questions can alternatively be provided in an email, Word document or PDF.