

SEARCHLIGHT RECRUITMENT

Shaw Festival

POSITION	Executive Director
LOCATION	Niagara-on-the-Lake, ON
CORPORATE WEBSITE	www.shawfest.com
REPORTS TO	Board of Governors
DIRECT REPORTS	Finance Director, Planning & Education Director, Production Director, Development Director, Human Resources Director, Sales Director, Marketing Director, Director of Public Relations and Executive Assistant
INDIRECT REPORTS	All non-artistic staff of the festival

THE ORGANIZATION

The Shaw Festival is a major Canadian theatre festival in Niagara-on-the-Lake and the second largest repertory theatre company in North America.

The Festival was started in 1962 by Niagara-on-the-Lake area lawyer and playwright Brian Doherty, a man who had a great passion for the provocative work of George Bernard Shaw. During the summer, Mr. Doherty organized eight weekend performances of *Don Juan in Hell* and *Candida* by Bernard Shaw under the title “Salute to Shaw”. The following year, the Shaw Festival Theatre Foundation was established as a non-profit organization, with an elected volunteer Board of Governors.

From this small and specific beginning, the Shaw Festival has grown over 50 years to become a major theatrical voice both nationally and internationally and it continues to grow. It expanded its mandate to include the plays of Shaw and his many illustrious contemporaries. The arrival of Artistic Director Christopher Newton saw the building of an acting ensemble which remains the centre of the organization. Under Artistic Director Jackie Maxwell, contemporary plays of the era were introduced, allowing for new points of view including Canadian plays to become part of the repertoire, plus the rediscovery of a once lost female theatrical voice. This sees the Shaw Festival now presenting playbills which can range from Shaw to Ann-Marie MacDonald, Coward to Brian Friel, Ibsen to Lillian Hellman, Cole Porter to Adam Guettel. The Festival is still guided by the provocative spirit of George Bernard Shaw and to celebrate and recognize the immediacy of his work. “Contemporary Shavians” have now been introduced to the programming using writers from the past and present to showcase the best in contemporary thought to maintain the relevancy of the playbill, establishing the Shaw Festival as a vital contemporary theatrical voice.

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ABOUT NIAGARA-ON-THE-LAKE

Niagara-on-the-Lake (NOTL), often called the loveliest town in Ontario, is nestled in the heart of Niagara's storied wine region. NOTL is full of history, arts and culture and is a popular tourist destination. Well known for its wineries, shopping and theatres, NOTL is less than two hours from Toronto and less than an hour from Buffalo, NY.

For more information on the region, you can also go to: www.niagaraonthelake.com

THE POSITION

The Shaw Festival seeks an Executive Director (ED) who is an experienced leader and creative thinker, able to work closely in partnership with the Artistic Director to help ensure the future success of the organization. The new ED will lead the Shaw Festival to a new level of prominence and importance amongst North American theatre companies and enhance the reputation and profile of the Shaw Festival. The chosen candidate will demonstrate strong leadership acumen, exhibit effective organizational and solid interpersonal skills including a track record for leading organizational change, have a firm understanding of management processes, have excellent budgetary skills and possess outgoing and proactive community-building skills.

The ED reports to the Board of Governors and is accountable to the Board for the general management of the Festival, including advising and/or assisting the Board in the development, promotion and implementation of sound policies and objectives in support of the advancement and development of the Festival. S/he will also assist the Chair in effective internal Board communication and use of Board resources.

RESPONSIBILITIES

General and Financial Management

The ED is responsible for building an effective team internally, and cultivating a committed team to act externally in the community at large. The ED must exercise responsible stewardship of all resources within the organization and ensure the distribution and allocation of those resources for the optimum balance of artistic quality, financial strength, and institutional integrity.

The ED works with the Artistic Director, Finance Director, senior staff and the Board's finance committee to generate an annual budget and in doing so, must evaluate the impact of programmatic decisions on other financial and institutional priorities. The ED is responsible for monthly financial reporting including current financial results, budget performance forecasting, accurate cash flow projections and balance sheet. The ED is also responsible for overseeing all capital related spending and acquisitions.

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Jointly participating in the development of the strategic plan with the Board, the ED will ensure its implementation.

Audience Development/Earned Income

The ED works with the Development Director and the sales and marketing staff to plan and implement audience development activities including marketing strategies, public relations activities and promotional events for season and single ticket sales campaigns, as well as seasonal, production and program sponsorships.

Fundraising

The ED works with the Development Director to strategize fundraising activities of the Shaw Festival events, corporate giving, and government support and foundation grants. Working closely with the staff, the ED advises and assists the Board on developing strategies, successfully executing fundraising plans and making fundraising calls. S/he also works with the Board and volunteers to help coordinate special events and other fundraising activities.

Operations and Production Support

The ED oversees the operation and maintenance of the four Theatres physical plant, office, rehearsal, and production facilities. S/he also represents the Theatre in discussions/negotiations with relevant unions. S/he is responsible to maintain the integrity, workplace safety and efficient operations of the Festival's physical space and environment

The ED works closely with the Artistic Director and the artistic staff to provide administrative services for the production process, including supervision of human resource functions, rights and contract negotiations, scheduling and finance management. S/he is involved in planning and negotiations for artistic projects, as appropriate.

Education

The ED works with the Artistic Director and Education Director to support and further the educational programs for the Shaw Festival.

Advocate

The ED will represent the Festival and act as principal liaison, in conjunction with the Artistic Director, with various constituencies including governments, agencies, theatre community, Festival Patrons and volunteer organizations. The ED/Artistic Director team presents the public face of the Shaw Festival and s/he may be called upon to speak to private and public organizations and to the press.

Challenges and Opportunities for the New Executive Director

- Work with the Artistic Director, Board and staff to create and execute long-term marketing and fundraising strategies that will sustain the fiscal and operational health of the organization.

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- Establish plans to expand, modernize and develop new facilities including the prospect of a major capital campaign.
- In conjunction with the Board, AD and staff, develop a viable business model leading to longer term financial stability.
- Strengthen and enhance the organization's administrative departments in support of the Shaw Festival's expanded artistic goals and developing the resources to do so.
- Delineate clear lines of responsibility and communication within the organization to ensure that all functions of the organization are the clear responsibility of either the Artistic Director or Executive Director or the Board Chair.
- Ensure that compensation is fair within the institution, and competitive within the industry.
- Conduct all affairs of the organization with adherence to legal requirements, best practices, and conditions conducive to a creative home for artists.
- Strengthen community bonds in NOTL while building joint marketing initiatives and partnerships.
- The ED will be subject to regular performance evaluation by the Board, benchmarked against strategic plan objectives.

QUALIFICATIONS

The ideal candidate will:

- Have a passion and belief in the current work of the Shaw Festival.
- Have the desire and ability to partner with the Theatre's Artistic Director and to support and communicate the organization's mission and goals;
- Have a minimum of ten years experience in a senior management/leadership position with experience in fundraising, Board relations, and marketing. Prior experience in a performing arts organization is desirable, but a passion for theatre is a prerequisite;
- Have strong skills in budgeting, presenting, and interpreting monthly and quarterly budget estimates, creating long term budgets and goals, and financial management;
- Demonstrate experience and capacity to lead, manage, motivate, inspire, train and collaborate with staff, artists, Board and volunteers;
- Have the ability to successfully develop and implement long-term strategic and annual tactical plans;
- Be able to speak and write persuasively and serve as a spokesperson for the company in public and to the media;
- Show expertise in the understanding and management of complex financial activities;
- Demonstrate experience in supervising/managing fundraising campaigns and identifying new sources and increased levels of contributed income;
- Have a working knowledge of artistic production including intellectual property rights, collective bargaining and contracts;

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- Have experience and knowledge of marketing, advertising and public relations activities, particularly as they relate to growing ticket and other earned income revenue;
- Demonstrate a passion for theatre and the connection between a professional company and its community.
- Experience building and effectively managing government and community relations

PERSONAL CHARACTERISTICS

- A passion for theatre
- Natural leadership skills; pro-active and dynamic professional who inspires confidence and credibility; superior intellect, strategic orientation and polished presence
- Outstanding interpersonal and communication skills and the personal stature to inspire colleagues and stakeholders and represent the Festival
- Exhibit stamina and a strong work ethic, as well as flexibility to deal with unpredictable pressures and a constant flow of work activity
- Result oriented personality with a collegial management approach and a flexible personal style with a high level of integrity and an ability to balance multiple priorities
- Pragmatic problem-solver; disciplined, takes initiative and accepts ownership with a hands on approach
- Extremely organized and detail oriented

COMPENSATION

A competitive, experienced-based compensation package will be provided with salary and applicable benefits.

CONTACTS

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We thank all those who apply, however only those advancing in the process will be contacted.