



## Job Posting: Managing Director

### HOW TO APPLY FOR THIS JOB

Applications should include a cover letter and a CV/resume and be sent by email to [hr@playwrights.ca](mailto:hr@playwrights.ca).

Playwrights' Workshop Montréal is accepting ongoing applications for this position. Applicants must be or plan to be based in Montreal for a combination of remote and in-person work.

PWM is committed to creating an environment where all individuals are treated with dignity and respect. We are continuously working to make all of our programs accessible and inclusive. PWM values diversity in its workforce, encouraging applications from all qualified individuals. While recognizing that the identity of each person is fundamentally plural and multidimensional, we strongly encourage applications from people who are: Indigenous (First Nations, Métis, and Inuit), Black, POC, racialized (including recent immigrants), 2SLGBTQQIPAA+, neurodivergent, disabled, living with chronic illness and/or chronic pain. PWM is strongly committed to supporting a wide range of cultural identities and lived experiences, therefore we encourage applicants to self-identify in their application if they are comfortable doing so.

If you have any questions, or need assistance with this application, please contact [hr@playwrights.ca](mailto:hr@playwrights.ca). For accessibility information and video tours of our location, please visit our website at: <https://www.playwrights.ca/accessibility-contact/>

### ORGANIZATION OVERVIEW

Founded in 1963, Playwrights' Workshop Montréal (PWM) is a nationally-mandated theatre development centre based in Montréal. PWM is led by a team of experienced dramaturgs and arts administrators. With a focus on dramaturgy, its mission is to collaborate with artists in the development of new works of theatre and performance. PWM gives artists the opportunity to create and experiment, dream and take risks. Its collaborative process draws on the team's unique expertise and is tailored to the artist's individual needs.

Playwrights' Workshop Montréal is committed to the exploration of dramaturgy as a process and as a discipline, and its application to the creation of new work. The organization strives to cultivate a space where artists can be vulnerable, challenge themselves, and define their own goals.

While theatre has been at the core of PWM for 60 years, its work now encompasses other forms of devised and interdisciplinary performance. In addition to seeking collaborations across diverse artistic traditions, PWM is strongly committed to supporting works which reflect a wide range of cultural identities and lived experiences. PWM understands dramaturgy as an exploration of all the elements that make a work, how they are brought together to create meaning, and what the process for developing that work might be.

## POSITION SUMMARY

The Managing Director (MD) will serve in a co-leadership role with the Artistic Director, to further develop and implement goals that reflect PWM's mission, vision, values and business plan by enhancing PWM's organizational, financial and programming capacity.

Reporting to the Board of Directors ("BOD" or "Board"), they will perform overall **public and government relations, researching and securing funding, strategic planning, and management of Human Resources for PWM**. The Managing Director will lead an administrative team of full and part-time staff who collectively support the goals of PWM and further its commitment to dramaturgical collaboration in the development of new works for performance.

## SUMMARY OF PRIMARY RESPONSIBILITIES:

[\(Please click here for a complete job description\)](#)

### Organizational Leadership

- Maintain the integrity of PWM's mandate, mission, vision, and values;
- Undertake long-term strategic planning;
- Develop partnerships and nurture existing partnerships;
- Enhance human resources, financial and governance policies;
- Represent PWM at local, regional and national events and convenings.

### Human Resources

- Create a positive, open, and responsive working environment;
- Recruit, hire, mentor, supervise, and review PWM employees;
- Ensure staffing structures are responsive to emerging needs and conducive to effective teamwork;
- Evolve the organization's considerations of equity, diversity and inclusion, anti-racism and accessibility and prioritize into human resources practices.

### Fundraising and Grant Writing

- Identify, research, plan and execute all grant, fundraising and sponsorship activities;
- Oversee and manage fundraising events, donor benefit structures, and individual philanthropic support activities.

### Advocacy and Outreach

- Advocate to government bodies on behalf of PWM and the theatre sector;
- Foster excellent relationships with other cultural organizations and participate in meetings and joint activities;
- Develop PWM's professional relationships and public profile.

## **Program Support**

- Oversee and where appropriate, organize PWM programs and events, and provide support for all other artistic programming;
- In collaboration with the Artistic Producer and General Manager, oversee the preparation and production of promotional and communications materials.

## **Financial and Legal Management**

- Oversee and ensure financial sustainability of PWM with the Artistic Director and General Manager;
- In collaboration with the Artistic Director and General Manager, develop PWM's short-term and long-term financial goals in support of the organization's mission.

## **QUALIFICATIONS / TRAITS AND CHARACTERISTICS:**

Playwrights' Workshop Montreal is open to hearing from candidates from varying work experience and professional backgrounds, but believes that the following would be ideal areas of experience, qualifications, and background for its next Managing Director:

- Post-secondary education in management, theatre, development, human resources, or equivalent work experience;
- 5 or more years of experience with a professional arts organization;
- Excellent written and oral communication skills in English and French (communication with external partners in French required);
- Excellent and respectful interpersonal skills;
- Knowledge of human resources management best practices and policies;
- Experience leading and building collaborative teams. Ability to cooperate with others to meet objectives and effectively communicate to build trust with many different people;
- Ability to guide and mentor others by communicating effectively and promoting a positive team environment;
- Demonstrated understanding and commitment to accessibility, equity, diversity and inclusion;
- Outstanding stakeholder engagement, relationship building, and community engagement skills;
- Financial literacy (including budget development, financial statements and reporting);
- Strong understanding of organizational compliance and legal obligations for a non profit charitable organization;
- Demonstrated track record of successful revenue generation, including grant writing for various funding bodies such as arts councils, foundations, corporations and individuals;
- Ability to analyze all aspects of a situation and make consistent and timely decisions;
- Creative problem-solver with strong troubleshooting skills;
- Demonstrated track record with respect to detail orientation, accuracy, and demonstrating a high level of discretion in confidential matters;
- A strong commitment to supporting playwrights and new play development.

## **SALARY AND BENEFITS**

- An annual salary in the range of \$56,000 - \$60,000
- Six weeks paid vacation
- 10 paid personal days per year
- Reimbursement of cell phone plan, up to maximum of \$85 per month
- Reimbursement for one theatre ticket per month or 12 per year
- Group Insurance benefits that include access to a health plan, life insurance and travel insurance
- Optional enrolment in the Common Good Retirement Plan, with a future possibility of matching contributions from PWM, based on the organization's budget.