



Job Description:

Managing Director

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.

At PWM, playwrights, dramaturgs, translators, directors, performance artists, and theatre companies across the country find a creative accomplice willing to invest deeply in the development of meaningful work. Through PWM's programming and activities, individual artists and companies meet and make new connections. By fostering these artistic connections, PWM acts as a community hub for theatre-makers in Montreal and beyond.

Dramaturgy and the Creative Process

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.

PWM understands that the work of playwriting and performance making is not created in a vacuum, but that it interacts with society. Theatre can be impactful, and therefore PWM considers not only how a piece is made and by whom, but also its effect and meaning beyond the walls of its creation studio. PWM collaborates with artists that are wrestling with these complexities.

PWM understands that the act of creation is necessarily socially engaged. The organization is actively committed to principles of feminism, anti-racism, and social justice.

POSITION SUMMARY

The Managing Director (MD) will serve in a co-leadership role with the Artistic Director, overseeing the strategic goals of the organization in support of its mission, vision, and values. 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. The Managing Director will work 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.

PRIMARY RESPONSIBILITIES

Organizational Leadership

- Maintain the integrity of PWM's mandate, mission, vision, and values;
- In collaboration with the Artistic Director, undertake long-range planning, evaluate organizational structures, and develop initiatives that are appropriate for PWM and the communities it serves;
- Develop partnerships and nurture existing partnerships to further enhance PWM's mission, vision and values;
- Brainstorm facilities and capital projects with the Artistic Director, General Manager, and other strategic partners;
- Partner with the BOD to enhance human resources, financial and governance policies, perform objective decision-making, and assure harmonious alignment with the mission, vision, and values of PWM;
- Cultivate existing, and foster new, Board candidates with the Artistic Director to enhance the mission of PWM, its programs, and philanthropic support efforts;
- Support the Board in its policy making and community ambassadorship roles;
- Attend and report at Board and committee meetings to ensure the timely preparation and presentation of operational, financial, and administrative updates;
- Perform other Board and organizational support responsibilities as needed;
- Regularly attend local performances and periodically represent PWM at local, regional and national events and convenings;

Human Resources

- Create a positive, open, and responsive working environment with the Artistic Director based on a cultural ethos that is conducive to the development of new work and attainment of the highest standards of artistic endeavor and workplace behavior;
- Recruit, hire, mentor, supervise, and review PWM employees;
- Facilitate, support, and contribute to the professional growth of others;
- Ensure staffing structures are responsive to emerging needs and conducive to effective teamwork in discussions with the Artistic Director;
- Create, implement and evolve human resources policies and procedures;
- Evolve the organization's considerations of equity, diversity and inclusion, anti-racism and accessibility and prioritize into human resources practices;
- Maintain an open and collegiate working relationship with the BOD, staff, artists, and all others who come in contact with PWM;
- Comply with all applicable enactments and regulations, as well as best practices in organizational leadership and management.

Fundraising and Grant Writing

- Build on the current fundraising plan, nurture existing and establish new partnerships and relationships, to enhance PWM's financial and operational capacity in close collaboration with the Artistic Director and Board;
- In collaboration with the Artistic Director, develop strong and productive relationships with Canada Council for the Arts, Conseil des arts et des lettres du Québec, and Conseil des Arts de Montréal among other government funding sources as appropriate;
- Plan and execute all grant activities, including multi-year operational funding from Canada Council for the Arts, Conseil des arts et des lettres du Québec, Conseil des Arts de Montréal and Canadian Heritage among other government funding sources as appropriate;
- Identify and research additional granting bodies and programs, and prepare applications;
- Prepare proposals for specific project funding from foundations and corporate sponsors;
- Oversee and manage fundraising events, donor benefit structures, and individual philanthropic support activities;
- Identify, research, and develop cultivation strategies to secure potential corporate, foundation, and individual donor prospects;
- Collaborate with the Board to steward existing donors, ensure effective communications, and seek opportunities for renewed and increased funding;
- Perform other fundraising and grant writing responsibilities as needed.

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;
- Communicate regularly with the City and other agencies with whom PWM has agreements.

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;
- Guide website, social media, branding, and other public visibility initiatives;

Financial and Legal Management

- Oversee and ensure financial sustainability of PWM with the Artistic Director and General Manager, including the approval of annual budgets, as well as presentation of comprehensive project and program budgets
- 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;
- Support the General Manager in preparing the annual audit and other financial reporting;
- Support the General Manager in filing reports and documentation with government bodies, such as CNESST, business registry, CRA, Revenue Quebec, Emploi Québec, etc
- Negotiate contracts, work with outside counsel on legal agreements, and ensure due diligence to protect PWM's legal, financial, and ethical interests.

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 budgeting 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