



SASKATOON SUMMER PLAYERS
GENERAL MANAGER POSITION DESCRIPTION
December 18, 2010

Overall Roles and Responsibilities

The General Manager of Saskatoon Summer Players is responsible for the day-to-day running of the organization and is a full contributor to the leadership and strategic vision of the company. Over time the General Manager should become the “go-to” person in the organization.

The General Manager works with the Producers and Directors of Saskatoon Summer Players shows and reports to the President of the Board of Directors.

Responsibilities

Policy and Planning

- Works closely with the Board of Directors on strategic planning, including quarterly review and update of the strategic plan.
- Ensures regular reporting of progress in meeting strategic plan objectives.
- Regularly reviews policies and procedures and maintains the policy handbook.

Financial Management

- Drafts and manages annual, production and project budgets.
- Prepares quarterly reports for the Board of Directors.
- Ensures necessary financial records are kept.

Production Management

- Works with the Producer to help the Director and Designers achieve their vision in each production.
- Ensures that productions remain within budget.
- Recruits production team members in conjunction with the Artistic Director, Producer and Board of Directors.

Communications and Fund Raising

- Internal:

- Establishes and maintains effective communications among the Board of Directors, Production Personnel and SSP members.
- External:
 - Takes a lead role in implementing the organization's professionally designed communications, outreach and fund-raising strategy.
 - Represents the company effectively by promoting its activities among all relevant stakeholders, partners, and funding agencies.
 - Sustains existing and develops new creative partnerships with other performing arts, funding, and community organizations.
 - Oversees the image of the company, as represented in the design and content of printed (e.g. newsletter) and website materials, reports and other documents for public or targeted dissemination.

Administration Responsibilities

- Manages relationships and agreements with key stakeholders including SaskCulture, and the Saskatchewan Arts Board.
- Attends meetings of the Board of Directors.
- Maintains lists and contact information of members, production personnel, volunteers, etc

Other

The position of the General Manager will be reviewed and evaluated annually by the Board of Directors of Saskatoon Summer Players.

Recruitment Position Description

General Manager, Saskatoon Summer Players. Saskatoon Summer Players is seeking a General Manager (part time). Applicants should have a thorough knowledge of theatre production, and be able to demonstrate strong interpersonal and communication skills. A background in management and some knowledge of accounting would be useful. The ideal applicant will be a creative self-starter who is able to undertake a multitude of tasks with a level-headed, common sense, good-humored approach to problem-solving. Enthusiasm for Saskatoon Summer Players productions is essential. Potential applicants should refer to the Saskatoon Summer Players website (www.saskatoonsummerplayers.ca) for further information. Applications including a resumé and contact information should be sent by February 15, 2011 to:

Saskatoon Summer Players
Box 1941
Saskatoon, SK S7K 3S5