



**Responsibilities:****Executive Duties:**

- Ensure an effective and collaborative working relationship with the Artistic Director;
- Develop and execute a three- to five-year strategic plan in collaboration with the Board of Directors, outside consultants and staff to follow on from the current, approved 2013-2016 strategic plan;
- Serve as a chief spokesperson and representative for Ballet BC in areas other than artistic, representing the Company to its internal and external constituencies;
- Work collaboratively with the Board on governance, Board development, recruitment of new Board members and generally working with Board committees; and
- Implement plans and policies approved by the Board of Directors.

**Administrative and Operations Management:**

- Provide exemplary leadership, management, vision and motivation for Ballet BC staff to build collaborative team-based approaches and create and cultivate a positive working environment;
- Manage the overall operations of Ballet BC's administrative office, maximizing efficiencies, communication and inter-departmental collaboration, delegating effectively, as well as supervising and mentoring administrative staff;
- Work cooperatively with the Artistic Director and Artistic Staff to facilitate the activities and sustainability of the company;
- Ensure, directly or by delegation, that the employment or retention of all of Ballet BC's employees and consultants is in a manner consistent with applicable laws, including the Employment Standards Act (British Columbia) and the requirements of the Income Tax Act (Canada) ; and
- Serve as the liaison between the administrative staff and the Board of Directors and between Ballet BC and its community and business constituencies;
- Serve as an active, ex-officio member of the Board's Relocation Committee, liaising as appropriate with existing and prospective landlords, as Ballet BC continues to explore its near- and long-term facility requirements; and
- Manage existing and seek new national and international touring opportunities and partnerships that complement and support dissemination of Ballet BC's work.

**Fundraising:**

- Balance management and fundraising responsibilities to achieve the greatest benefit for the organization;
- Work closely with the Development staff in broadening and strengthening fundraising/development activities, and exercise overall managerial responsibilities for achieving the fundraising and financial goals of Ballet BC;
- Build on Ballet BC's national and international brand, aggressively seek new avenues of support for Ballet BC;
- Leverage new and existing relationships to create new sources of revenue for the organization and to enhance the Ballet BC brand; and
- Maintain effective, cordial and mutually beneficial relationships with funding bodies at all three levels of government.

**Financial Planning and Business Management:**

- Hold overall accountability to the Board for annual and long-term planning and financial viability of Ballet BC;
- Oversee the organization's financial and business activities, coordinating with the Controller and the Finance and Audit Committee;

- Identify and develop new, mission-appropriate earned revenue-generating opportunities;
- Foster and maintain as appropriate a business-based approach to administrative and operational activities to ensure overall strategic objectives are met, taking corrective action as required;
- In coordination with the Artistic Director, develop sustainable annual and medium term budgets for Board approval; and
- Provide regular financial reporting and analysis to the Board and to the Finance and Audit Committee, including interim financial information on dates defined in the annual Board calendar.

**Qualifications:**

The role requires an experienced professional from the not-for-profit sector who is passionate and committed to the vision of Ballet BC. The experienced professional must possess strong leadership, general management, team-building, time management and organizational skills including delegation and establishment of accountability standards. Extensive experience in developing and managing complex financial budgets with a business-minded, bottom line approach that demonstrates solid and creative approaches to revenue generation, ideally within an arts organization, is essential.

The successful candidate must have implemented and led progressive fundraising practices that achieved or exceeded targets, preferably within an arts organization. A track record of developing and maintaining effective relationships with significant prospective donors and partners and demonstrated success in securing major gifts as a result is highly desirable. Excellent interpersonal and communication skills are essential.

A broad knowledge of the Canadian cultural/arts scene and the Vancouver marketplace is preferred.

**Application Deadline:** Noon January 30, 2017 (Vancouver time) by confidential email to [hr@balletbc.com](mailto:hr@balletbc.com)  
Attention: Kevin B. Leslie, President and Chair

**Compensation Type:** Salary commensurate with experience and qualifications.

**Ballet BC is an equal opportunity employer that fosters an inclusive, equitable and accessible environment. We thank all applicants for their interest in Ballet BC; however, only chosen applicants will be contacted. We regret that we are unable to respond to individual inquiries about application status.**