



Shumka General Manager Posting

May 3, 2024

Canada's Ukrainian Shumka Dancers is seeking a General Manager to be based out of Edmonton, Alberta.

The candidate for General Manager will have three or more years of experience working in a senior management role with performing arts companies, combined with a degree or diploma in the arts or fine arts (or equivalent). Experience with HR supervision, budgets, programming, communications, development, community relationships, and working with Boards is necessary. An understanding of the multicultural and historical background of Shumka and its current and potential role within the Canadian performing arts industry is an asset. Knowledge of the Ukrainian language is also an asset.

JOB SUMMARY

Under the authority of the Ukrainian Shumka Dancers Board of Directors, the General Manager assumes responsibility for managing the operations of the organization. This includes, but is not limited to, being responsible for the administrative and executive management of the organization's operations and programming and providing oversight of the strategic direction as set by the Board of Directors.

The General Manager plays a critical role in the success of the organization by presenting an ambitious vision that is committed to excellence. The General Manager reports directly to the Board of Directors through the Chair, and all Board-level committees.

PRIMARY FUNCTIONS

Leadership

- Works with the Board and staff to ensure that Shumka's mission is fulfilled through its artistic product and programs.
- Responsible for leading Shumka in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for implementing the strategic direction as set by the Board to ensure that Shumka can successfully fulfill its mission into the future.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Attends all board meetings and is ex officio on all Board-level committees.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Foster effective communications to, from and between Board, staff and dancers.
- Responsible for the enhancement of Shumka's image by being active and visible in the community and by working with strategic partners.
- Develops and participates in philanthropic-related activities.

Financial Planning and Management

- Responsible for budgeting, financial reporting, bookkeeping and administering Shumka's funds in accordance with the budget set by the Board. The General Manager works with the contracted bookkeeper, treasurer and the auditor in these areas.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for Shumka's fiscal integrity to include submission to the Board of a proposed annual budget and monthly financial statements as needed, which accurately reflect current financial conditions.
- Responsible for fundraising and developing other resources necessary to support Shumka's mission, which can include:
- Communication with a contracted Grants Director whose responsibility includes research, monitoring and completing applications for government and other grants, including financial reporting and funder relations.
- Overseeing donor relations of the company in conjunction with the Fund Development Director.
- Maintaining relationships with sponsors and seeking new sponsorship opportunities.

Operational Planning and Management

- Develops an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Oversees the efficient and effective day-to-day operation of the organization within set budgets.
- Oversees the marketing of the company as delivered by Bottom Line Productions.
- Oversees all event planning.
- Oversees all outreach programming (including Shumka School of Dance; Seniors Programs; Student Matinees; Studio Fieldtrips; and Camps) in conjunction with the School's Principal and Outreach Coordinator.
- Oversees all facility issues together with the Outreach Coordinator.

Artistic Program Planning and Management

- Responsible for implementation of Shumka's programs that carry out the organization's mission.
- Remains in contact with the Artistic Team in regards to the artistic direction of the company.
- Plans all performances and tours of the company with the assistance of the Company Manager.
- Oversees the artistic and production teams in conjunction with the Production Manager.

Human Resources Planning and Management

- Responsible to recruit, train, and manage all staff and contracts.
- Handles dancer issues that arise outside of the purview of the Standards Committee and Artistic Teams.

Community Relations and Advocacy

- Represent Shumka at community activities to enhance the organization's community profile.
- Along with the Artistic Director, serves as Shumka's primary spokesperson to stakeholders, the media and the public.
- Establish and maintain relationships with various organizations that further Shumka's ability to reach its mission and strategic goals.
- Promotes community awareness of Shumka's missions, goals, and events.
- Participates in networking, public relations and community relations activities on behalf of the organization, its stakeholders, partners, and the public.

Resumes and cover letters (with salary expectations) to be sent to shumka@shumka.com by **June 30, 2024.**