

## **GENERAL MANAGER**

### **The Organization:**

The Musical Stage Company is the largest and leading charitable musical theatre company in Canada. Established in 2004 as Acting Up Stage Company, we strive to make Canada a leader in musical theatre. We are inspired by music's unique ability to viscerally affect people and are committed to cultivating experiences – onstage and off – that transform lives, build empathy and create community through musical theatre.

We incubate new Canadian musicals from development to production, investing in Canadian musical theatre writers and building national and international partnerships. Our musical productions – including award-winning contemporary musicals, world premieres and concerts – are seen live by 30,000 people over the 80+ nights that we are onstage annually in venues both traditional and surprising. To date, our work has been recognized with 109 Dora Award nominations, 24 Dora Awards and 19 Toronto Theatre Critics' Awards.

### **The Opportunity:**

Join the team of an innovative and thriving arts organization during an exciting moment of reinvention. This is an ideal opportunity for a candidate hungry to play a central role in the continued growth of a theatre company that is artistically acclaimed and financially stable, with a committed audience and community of supporters. The Musical Stage Company team approaches work with an entrepreneurial spirit, resulting in a fast-paced, dynamic and fun work environment.

Reporting to the Artistic Director, the General Manager will work hand-in-hand with the Artistic Director and Executive Director to realize the operationalization of the organization's artistic vision. The General Manager will be primarily responsible for the implementation of all aspects of the operational logistics as they pertain to the mounting of the company's new musical development programs, new musical workshops, public facing concerts, education programs, and mainstage musical offerings. They will be an integral part of the production and programming team in a moment of national and international expansion for the organization.

### **Anticipated Start Date:**

Full-time (37.5 hours/week) employment contract beginning September 29, 2025 (with some flexibility)

### **Working Conditions:**

- Flex hours and bi-weekly 4-day work weeks when appropriate
- Full benefits package
- Hybrid work from home/ in office (3 days per week)
- Evening and weekend work will be required on occasion

### **Compensation:**

\$50,000-\$60,000 (commensurate with experience) on an employment contract with The Musical Stage Company.

### **Responsibilities:**

Reporting to the Artistic Director, the General Manager will be responsible for the operationalization of assigned artistic programs including public programming (full-scale musical productions, workshop presentations, festivals, and concerts), new musical development (workshops, programs conferences and

commissioning programs), auditions and casting, artist development opportunities, and education and apprentice programs (One Song Glory, Apprentice Programs, Marquee Program).

**Key Operationalization Responsibilities:**

- Relationship Management:
  - Serve as the primary liaison for all artists and production staff (and their agents) regarding contracts, payments, ticketing, travel, and housing.
  - Hold primary relationships with professional associations (CAEA, TMA, ACTRA)
  - Review venue rental contracts and oversee relationships with rehearsal and performance venues, including booking all rental spaces.
  - Communicate with affiliated partner organizations.
- Contract and Agreement Management:
  - Facilitate and execute all artist and required vendor agreements, offers, and contracts.
  - Manage negotiation processes.
- Financial Management:
  - Co-create, manage, track, and reconcile program budgets.
- Scheduling and Workflow:
  - Co-create and manage program scheduling.
  - Oversee workflow on each program.
  - Run production meetings and post-mortems.
- Production and Program Support:
  - In consultation with the AD and ED, ensures programs are adequately staffed and resourced
  - Book artist and personnel travel.
  - Manage and coordinate the organization and delivery of various production-related materials
  - Attend workshops and education activities as needed.
  - Book and facilitate box office needs if required on a specific project.
  - Track inventory and supplies as they relate to production and programming.
  - Distribute scripts, scores, and contracts to artists.
- Administrative and Communication:
  - Ensure organization of digital filing is up to date by the close of each program.
  - Communicate and manage all program personnel and participants.
- Other duties as required.

**Qualifications:**

The successful candidate will have:

- Minimum 2 years of professional experience or 4 professional contracts working on music or theatre productions in a producing or management capacity.
- Excellent organizational skills, attention to detail, and clear digital and in-person communication skills.
- The ability to problem solve, think outside the box, work with a wide variety of personality types, and see multiple perspectives.
- Familiarity with professional associations CAEA, TMA, ACTRA and their agreements.

- The ability to process large volumes of information and tight timelines in a fast-paced environment.
- The ability to multi-task and coordinate multiple simultaneous projects as well as respond to quickly changing priorities.
- The ability to thrive working both independently and as a strong team-player with a “can do” attitude and willingness to be flexible and pitch-in where needed.
- Personal qualities of integrity, empathy, credibility, sound judgment, and a keen interest in The Musical Stage Company’s mission.
- Dedication to the principles of inclusion, diversity, equity, and access.
- A fierce passion for musical storytelling, supporting local artists, and for art making beyond the traditional channels of the theatre.
- A philosophy of taking oneself lightly while taking work seriously - likes to have fun!

Nice to haves:

- Post-secondary education or equivalent, ideally in one or more of the following areas: arts administration or production.
- experience with special event planning is considered an asset.

**Application Timeline:**

- Applications Due: Friday, August 29th at 11:59pm

**How to Apply:**

Please review the opportunity closely, including the application timeline, to ensure that your experience, interests, and availability fit with our needs.

Please email applications to: [jobs@musicalstagecompany.com](mailto:jobs@musicalstagecompany.com) and include your name and the position title in the subject line (e.g. “First Name Last Name - General Manager”).

Applications must be submitted as a single pdf attachment including a letter of interest and CV (2-3 pages recommended, no more than 4 pages). Incomplete applications will not be considered. Please, no phone calls.

Letters of interest should include the following:

- Why you want to work with The Musical Stage Company;
- What your career goals are within the theatre industry that you would hope to build upon by working as the General Manager.

The Musical Stage Company advocates equal opportunity for all employees and applicants for employment and is committed to diversity in the workplace. We are actively seeking submissions from candidates of all backgrounds, abilities, and ethnicities as we are committed to diversity, equity, and inclusion within this selection process. We especially encourage folks who identify as Women, gender minorities, Black, Indigenous, People of the Global Majority, 2SLGBTQIA+, d/Deaf, Mad, Disabled/People with Disabilities, and/or Neurodivergent to submit.

The Musical Stage Company sincerely thanks all applicants for their interest in this position, however only those invited for an interview will be contacted.

If you require an accommodation to complete your application, or if you have any questions/concerns about the application process, please email [jobs@musicalstagecompany.com](mailto:jobs@musicalstagecompany.com).