

Organization:

Winchester Street Theatre (Toronto Dance Foundation)

Application Deadline: January 30, 2012, 5pm

Website: <http://www.winchester.tdt.org>

Position: Facility Manager

Term: Full Time – averaging 35 hours per week

Location: Toronto – Cabbagetown

Salary: \$42-45,000 + benefits

Start Date: Immediately

Applications are being accepted for the position of Facility Manager for the home of Toronto Dance Theatre (TDT) and The School of Toronto Dance Theatre at 80 Winchester Street, a designated Heritage building in the Cabbagetown district of Toronto. The 115-seat Winchester Street Theatre (WST) and rehearsal studios are used by both resident organizations and a wide range of arts and community groups.

The **Facility Manager** is responsible for both long-term planning as well as supervision of day-to-day operations of the building and the theatre. Specific responsibilities include:

- Overseeing the building's financial operations and budget of \$250,000;
- Liaising effectively and proactively with TDT, the School, outside renters and the larger community;
- Managing the day-to-day operations of the facility, including staffing, scheduling, contracts, booking requests and building security;
- Coordinating and troubleshooting facility and equipment maintenance;
- Managing health & safety issues;
- Ensuring ongoing income from theatre and studio rentals, as well as contributing to grant applications in support of building improvements; and
- Sustaining and developing ongoing community relations.

Qualifications:

- Management experience in the not-for-profit sector in the areas of finance/budgeting, building and/or theatre management, and human resources;
- Excellent organizational skills and the ability to handle competing priorities,;
- Strong oral and written communication skills; and
- The ability to work independently

Experience in and/or an understanding of contemporary dance creation and training are definite assets.

Additional Information:

The Facility Manager will be employed by the Toronto Dance Foundation which is jointly controlled by Toronto Dance Theatre and The School of Toronto Dance Theatre.

Please apply by email with a cover letter, references and resume no later than January 30, 2012 to:

Facility Manager Search Committee
80 Winchester Street
Toronto, ON M4X 1B2
By email to info@tdt.org or by fax to 416-967-4379

Individuals applying by e-mail should use “Job Posting – Facility Manager” as the subject heading of the e-mail.