



## GTNT General Manager Job Description

### **GTNT**

Gordon Tootoosis Nīkānīwin Theatre is a premier Indigenous theatre company in ᑭᓴᓂᓂᓂᓂᓂᓂᓂᓂ misâskwatôminihk: Saskatoon, Saskatchewan, in the heart of Treaty 6. GTNT is Saskatchewan's only professional Indigenous-led theatre company and was originally established in 1999 as the Saskatchewan Native Theatre Company. GTNT is a federally registered charitable organization and provincially registered not-for-profit theatre company. We run engagement programming out of our combined office and rehearsal space, and perform at a variety of other theatre spaces in the city and beyond.

We are committed to producing and presenting innovative cultural theatre experiences that engage and empower Indigenous youth, artists and the greater Saskatchewan community. With a focus on mentorship and training of emerging Indigenous Artists, we infuse culture, language and theatre arts in everything we do!

### **MISSION**

To produce and present innovative cultural theatre experiences that engage and empower Indigenous youth, artists and the greater Saskatchewan community.

### **VISION**

GTNT creates a world where people are transformed through Indigenous performance.

### **VALUES – R.I.S.E.**

- **Respect** – The promotion of respect for ourselves, others and our creative art form that results in a commitment to welcoming everyone to the circle and valuing every contribution as meaningful.
- **Identity** – Fostered in culture, language, and history we encourage an exploration of who we are, what we speak, where we are from, and where we are going as individuals and as a community.
- **Sharing** – The inclusion of knowledge, friendship, and resources that brings us closer together as a community of working artists.
- **Excellence** – With pride and professional integrity we commit to encouraging constant growth as artists, to challenge the status quo, and to push the creative envelope.

### **Primary Purpose:**

As the General Manager, you will execute the organization's strategic direction and uphold the vision, mission and values of the company while working in constant cooperation and consultation with the Artistic Director. You will manage the administrative elements of GTNT's professional season, outreach programming, and operations in a way that is respectful and welcoming of all artists and patrons.

The GM is primarily responsible for creating and managing the organizational budget and managing the day-to-day operations of the company in cooperation with the Artistic Director (AD) and within the parameters of the Strategic Plan, Executive Limitations Policies and Finance Policies.

**Responsibilities:**

- The General Manager is responsible for overseeing the activities of all GTNT employees and must maintain and adhere to industry standard hiring policies and conduct annual performance reviews with all employees. GTNT employs between four to six employees and contracts approximately 40 individual artists per season.
- The GM will create an annual budget for the organization in cooperation with the Artistic Director that is in line with the goals of GTNT as defined above by the GTNT Strategic Plan or Ends Policy and that is fiscally responsible. This budget includes all sources of funding the GM and AD will pursue over the course of the season.
- The GM will provide regular financial and operational updates to the board
- The General Manager will adhere to the finance policies of GTNT as agreed upon with the bookkeeper or finance manager of GTNT. The GM will conduct a review of these policies with the Board treasurer and bookkeeper at least once per year.
- The General Manager is empowered to enter into funding agreements, partnerships, and production contracts on behalf of GTNT and act as the legally binding representative of GTNT. The GM is responsible for tracking all expenses in relation to monetary agreements, and for the timely reporting of GTNT's activities to each funding body as required.
- The GM will create a work plan for each season that includes deadline dates for all funding agreements, and deadlines for reporting requirements. The work plan will also include the fundraising and corporate sponsorship plan so that the Board Members of GTNT can plan their volunteer contributions to help ensure the financial stability of GTNT.
- The GM will be responsible for data entry and upkeep of organizational databases, ensuring a high level of accuracy
- The GM will also make every effort to uphold and honour traditional Indigenous cultural heritage and will adhere to the Mission, Vision, and Values above in the execution of their duties as General Manager to the best of their abilities.

**Skills and Assets:**

- A demonstrably strong track record in producing theatre and/or management in a not-for-profit environment;
- Strong skills as a manager, team leader, or organizational leader. We are looking for someone who the artistic community can look up to and trust;
- Knowledge of Indigenous customs and protocols with particular emphasis on cultures located in Treaty 6 would be an asset;
- A strong desire to collaborate and create partnerships both in a production context and between other like-minded community organizations;
- A drive to improve the lives of the Indigenous communities around the province through programming and initiatives

- Comprehensive knowledge of past and current practices in Canadian theatre and excellent sectoral awareness;
- Ability to build and maintain good relationships in the business community to help the company diversify both its audience and revenue bases through community partnerships and sponsorships;
- Demonstrable experience of building and maintaining good relationships with funders and demonstrable track record with securing income from funders of all kinds;
- Excellent administrative and organizational skills including time, budget, and project management;
- Flexibility and willingness to learn and grow;

**Compensation**

- Salary range: \$55,000 - \$62,000
- Benefits package after three months of employment

**Requirements**

Prior to their date of hire the successful candidate must provide:

- a vulnerable sector records check
- proof of COVID-19 vaccination (that will not be retained by the theatre)

**To Apply:**

Send a cover letter and resume to [board@gtnt.ca](mailto:board@gtnt.ca).

For more information, visit [gtnt.ca](http://gtnt.ca).

Applications will be accepted until June 2<sup>nd</sup>, 2023

Applicants selected for interviews will be emailed or phoned directly.

This posting will remain open until filled.