

Goh Ballet Academy is one of Canada's preeminent ballet training institutions, with an enviable international reputation for excellence. Established in 1978, the Academy is now under the direction of Ms. Chan Hon Goh, former Principal Dancer of the National Ballet of Canada.

POSITION OVERVIEW

Seeking to expand the Director's artistic vision, the Administrative Operations Director plays a crucial role in the improvement, upkeep and expansion of the Goh Ballet's administrative capabilities, business development and systems into the Greater Toronto Area. Reporting to and working with the Academy's Director, they will strategically oversee, manage and work towards continuous improvement of the Academy's administration, financial status, and overall operations as well as the strategic planning for further recruitment and expansion of the Academy's programs.

CANDIDATE DESCRIPTION

You are a dynamic, nimble, organized, and detail-oriented individual. You like adding to the creation and development of innovative and continuously improving environments. You are optimistic, self-motivated, and curious about effective systems and processes which support dance education. You are resilient, and willing to do what it takes to get the job done to improve our organization and our team. You understand our mission and are able to play a part in advancing the operational platform and important work of Goh Ballet Academy.

- Post-secondary degree in a related field
- 3+ years of managerial and/or operations specific role
- Excellent verbal and written communication skills
- Ability to work in a face-paced environment
- Excellent knowledge of computer skills
- Ability to cultivate and maintain a positive and engaging team culture
- Strong financial literacy
- Desire to grow with GOH, taking on increased responsibility as needed

DUTIES

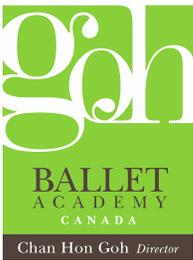
General Responsibilities

- Improve the operational systems, processes and policies in support of Goh Ballet's vision and mission
- Oversee overall financial management, planning, and payroll
- Manage and increase the effectiveness and efficiency of Goh Ballet through creative improvements, coordination and communication
- Play a significant role in long-term planning, including initiatives geared toward operational excellence and the expansion of Goh Ballet

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- Mentor and coach aspiring leaders while building out the operations and instructor teams as needed

Additionally, this key position will oversee, through the ability to willingly perform when and as needed, the following with support:

Administrative Responsibilities

HR Management Student Handbooks Standard Operation Procedures

Business development and Communications

Marketing Website & Social Media Stakeholder Presentation Growth Strategy

Fundraising

Fundraising Strategy Grant Application and Process Capital Campaign Development

Note – This is simply a preview of the position and does not encompass the full scope of responsibility.

SALARY & BENEFITS

- Salary will commensurate with experience.
- Benefits: Extended Health Care Allowance
- Perks: Cell Phone, Travel

APPLICATION

In your application, please send your resume/CV and a cover letter expressing why you are the right person for this job and indicate your salary expectations. **Please email – positions@gohballet.com.**

All applications will be reviewed and considered. We thank you for your interest in this position; however, we will only be contacting those selected for interviews.

Should you require any accommodation through the application process due to disability we will happily work with you to support your expression of interest in this role and will ensure all interested candidates are considered equally.

To all those that expressed interest, thank you for considering Goh Ballet Academy as your future employer. It is a very special place to and we hope each of you finds the best career path that compliments your experience and interest.

Chan Hon Goh

Director, Goh Ballet Academy & Youth Company Canada

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