

## **Goh Ballet Academy Canada**

### **Manager, Vancouver location**

For over 40 years, the Goh Ballet Academy has been recognized as the premiere dance academy in Vancouver, offering the highest caliber of dance education and artistic experience. Their comprehensive curriculum and unrivaled opportunities for professional performance are celebrated by the local community and recognized in international circles. "Fostering Confidence & Creativity Through Self-Expression" is their motto. They firmly believe that dance should be a part of every child's upbringing; it is a vital form of human expression. Nurturing and cultivating this physical and emotional communication is the core mission of the Goh Ballet Academy. They also have a very thriving professional dance program as well as a growing Adult program.

For this role, we are seeking experienced operational leaders who understand the complexity of running an entrepreneurial business. As the ideal candidate, you are recognized in the Arts & Culture industry for leading financially strong businesses where the facilities are well run, the staff are mentored and the business/department is known for developing top quality products and services. An entrepreneur at heart, this role is more than a job; it is a passion for you and the ability to contribute to the dancing community. You are a self-starter who can work with the unknown and would love to partner with the Director to elevate the work of the Goh Ballet. Experience with facility expansion and running fundraising campaigns on top of operational leadership would be ideal.

If you are at a stage in your career where you are ready to leverage your leadership background to make an impact to the Goh Ballet, then we look forward to hearing from you.

#### ***General Responsibilities***

- Improve the operational systems, processes and policies in support of Goh Ballet's vision and mission
- 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
- Oversee overall financial management, planning and payroll
- Mentor and coach aspiring leaders

#### ***Administrative Responsibilities***

Oversee all HR Management and execution including employment contracts and admin support as well as problem resolution pertaining to staff, students, parents and/or volunteers with consistent reporting to Director on higher risk issues

- Support to colleagues as delegated by the Director. These tasks could include but are not limited to:
  - Annual recruitment targets and retention
  - All events, presentations and productions
  - Fundraising initiatives
  - Marketing, PR and Communication Initiatives
  - Ensuring compliance with applicable human resource files
  - Developing, recommending approval and maintaining staff hours and schedules
- Provide support to the Wardrobe department acting as bridge between artistic and administrative responsibilities relating to productions and events

#### ***Support Business Development and Communications***

- Oversee written communications for our website, social media accounts and business development content
- Support the Director in meeting with key external stakeholders who can advance and promote the work of Goh Ballet

- Develop and implement key recruitment initiatives

#### ***Oversee Finance***

- Monitor the Financials and provide regular updates to the Director on status including identification of risks as they arise
- Set and manage annual budget for various programs and opportunities
- Oversee Banking and Payroll, including all deposits & expenses,
- Create financial models, budgets and forecasts to ensure the business is profitable while identifying ways to increase business opportunities and better manage revenues and expenses

#### ***Facilities and Supplies Management***

- Oversee facility cleaning, hygiene, safety and maintenance and keep track of facility assets
- Manage insurance contracts and ensure compliance with contracts

#### ***Software and IT***

- Manage IT infrastructure including Hardware, Software, Network, Security and Backup, Support and Maintenance, connectivity issues, troubleshoot other IT problems
- Contribute to the IT Strategic Plan
- Manage vendor relations

We are looking for candidates with exceptional work ethics to actively innovate and improve current operations, and the ability to cultivate and maintain a positive and engaging team culture. Our ideal Manager has an entrepreneurial mindset and recognizes the nature of running an arts program which will require evening and weekend coverage. Other qualifications include:

- Post-secondary degree in a related field (Business Administration, Arts Administration Communications or Marketing )
- 5+ years of managerial and/or operations specific role ideally within an arts environment.
- Proven ability to problem-solve and think creatively to develop unique and effective solutions
- Excellent verbal and written communication skills
- Ability to work in a fast-paced environment
- Comfort with technology including working with vendors and excellent usage of MS Office Suite, G Suite and cloud management
- Basic accounting skills and experience with budgeting and accounts payables/receivables
- Experience with data management, administrative processes and knowledge of administrative principles and best practices
- Previous experience with a student and client database system such as MindBody or Jackrabbit Class an asset
- Must be able to work weekends and evenings if required for special events

Goh Ballet provides an inspiring, challenging, and creative work environment. It supports its administrative team members with opportunities for professional development and advancement. This position is ideal for an Arts Administrator seeking that next step-up in their career.

#### **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 Tracie Yee ([tyee@gohballet.com](mailto:tyee@gohballet.com)) Subject Header: Manager. All applications will be reviewed. We thank you for your interest in this position; however, we will only be contacting those selected for interviews. Please no phone calls.

- Salary: \$65,000+ Dependent on Experience
- Bonus Incentives, based on performance

Goh Ballet will continue to evaluate applicants until a suitable candidate is found. Start date is open.