

## GOH BALLET ACADEMY CANADA

**Job Title:** Academy Head of Operations

**Location:** Vancouver, B.C.

### POSITION OVERVIEW

Goh Ballet Academy was founded in 1978 and today is 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 performances are celebrated by the community and recognized in international circles. Led by former Principal Dancer of the National Ballet of Canada, Chan Hon Goh, the Academy is growing. Over the past few years, they have renovated their existing academy on Main Street and are part of the big Oakridge redevelopment as well as having expanded with a new location in Toronto.

To that end, it is time to add an Academy Head of Operations who will work hand in hand with the Director, Chan Hon Goh, to ensure the academy is running efficiently, with artistic and financial assurances.

### CANDIDATE DESCRIPTION

As Academy Head of Operations, you will:

- Help to improve the operational systems, processes, and policies in support of Goh Ballet's vision and mission
- Assist with long-term planning and business development, including initiatives geared toward operational excellence and the expansion of Goh Ballet
- Manage all HR duties such as overseeing the administration team including managing employment contracts, staff performance and mentorship.
- Collaborate with the Marketing Coordinator to ensure promotions of initiatives and programs adhere to Academy standards.
- Monitor the Financials (budgeting, forecasting, banking) and provide regular updates to the Director on status including identification of risks as they arise.
- Act as key liaison for students, parents and/or volunteers with consistent reporting to Director on higher risk issues.
- Oversee facility maintenance, keep track of facility assets and help negotiate contracts.
- Manage insurance contracts and ensure compliance with contracts
- Ensure IT infrastructure is performing as needed and contribute to IT strategic plan
- Assist with fundraising initiatives including stakeholder relations with current and potential sponsors for all initiatives related to the Academy.

### THE IDEAL CANDIDATE

As the ideal candidate, you are familiar with the performing arts industry, well versed with production elements and have a passion for the Arts combined with an entrepreneurial mindset. You are an operational leader with an appreciation or understanding of how businesses within the arts community

are managed.. You are knowledgeable about employment standards, you have a natural marketing mindset and strong analytical skills to be able to support proper budgeting and planning efforts for a business or division. You are a problem solver with experience in project integration and program implementation. You understand that customers are at the core of any business and ensuring customer satisfaction is key.

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 operational leadership would be ideal. More importantly, you love the world of dance and know the commitment and dedication it takes to create a top quality academy.

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

#### SALARY & BENEFITS

- Salary: \$80,000-\$110,000 dependent on experience.
- Paid vacation and sick days, time-in-lieu.
- Start Date: Immediate.

#### APPLICATION

In your application, please send your resume/CV and a cover letter expressing why you are the right person for this job. **Please email [coordinator@gohballet.com](mailto:coordinator@gohballet.com). Subject Header: Application for Academy Head of Operations.** 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 work, and we hope each of you finds the best career path that compliments your experience and interest.

*Goh Ballet is committed to employment equity through a process which identifies and eliminates any discrimination in the organization's employment procedures and policies. We encourage applications from qualified individuals who identify as LGBTQ2+, First Nations, Inuit & Métis, people of colour, and people with disabilities. The position will remain open until it is filled.*