



GENERAL MANAGER CENTRE WAKEFIELD LA PÊCHE

SUMMARY DESCRIPTION:

Reporting to the Centre Wakefield La Pêche Board of Directors (the Board), assumes responsibility for activities and facilities management of the Centre including promotion and program development within the community, the MRC and the surrounding area; directs, manages, supervises, and coordinates the activities, programs, events, rentals and operations of the Centre (CWLP).

DUTIES:

1. Assume management responsibility for activities of the Centre Wakefield La Pêche including promotion and development within the MRC and surrounding area; develop, schedule and oversee all Centre programming.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with the Board; implement improvements.
4. Plan, direct, coordinate, and review the work plan for Centre services and activities; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Manage all financial affairs and revenue development for the Centre including overseeing cash flow, revenues, expenditures, and evaluating quarterly financial reviews.
6. Administer and ensure proper grant application, implementation and close out; develop sources and secure funding through grants, co-sponsorship, and individual donations.
7. Represent the Centre in the community, service groups, and a variety of outside organizations and agencies.
8. Plan, establish, direct and maintain the Centre and its community cultural development including consulting and coordinating.
9. Participate in the Centre's cultural development planning in collaboration with local and regional organizations, businesses and economic development commissions.

10. Oversee, promote and coordinate specific activities within the Centre including marketing material for programs, events and facility promotion.
11. Supervise independent contractors and volunteers working at the Centre; ensure follow through on work assignments.
12. Manage the building; responsible for Occupational Health and Safety and Security of all persons in the building.
13. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Oversee and participate in the development and administration of the Centre's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor expenditures; implement adjustments.
15. Prepare and present reports and other necessary correspondence.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of arts, culture and recreational management.
17. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- ❖ Operational characteristics, services, and activities of a community centre including arts and culture, recreational and events programming.
- ❖ Practices and procedures of facility management.
- ❖ Marketing theories, principles and practices.
- ❖ Arts, cultural and theatre productions and events including set-up, staging and the technical aspects
- ❖ Community art, cultural and recreational development.
- ❖ Financial planning and tracking.
- ❖ Business writing and report preparation.
- ❖ Methods and techniques of public relations.
- ❖ Office procedures, methods, and equipment including computers and applicable software applications.
- ❖ Principles of supervision, training, and performance evaluation.
- ❖ Pertinent federal, provincial, and municipal laws, codes and regulations.

Abilities:

- ❖ Communicate clearly and concisely, both orally and in writing - **ENGLISH & FRENCH**
- ❖ Oversee, direct, and coordinate the work of the staff, contractors and volunteers.
- ❖ Select, supervise, train, and evaluate staff.
- ❖ Prepare and administer program budgets.
- ❖ Prepare clear and concise administrative and financial reports.
- ❖ Create and negotiate contractual arrangements.
- ❖ Oversee and implement effective marketing programs.
- ❖ Operate office equipment including computers and supporting software applications.
- ❖ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ❖ Interpret and apply federal, provincial and municipal policies, laws, and regulations.
- ❖ Establish and maintain effective working relationships with those contacted in the course of work.
- ❖ Availability to work flexible hours with some evenings and weekends.

Education/Training:

Equivalent to a bachelor's degree from an accredited college or university with concentration in arts and culture, recreation, management, business administration, or a related field – or an acceptable combination of education and experience.

Experience:

Three years of management experience in a community-related field be it cultural, recreational, and/or non-profit organizations.

To apply, send your cover letter and curriculum vitae to direction@centrewakefieldapeche.ca

by **11:00 pm October 1st, 2021.**