

JOB OPPORTUNITY

THÉÂTRE LA SEIZIÈME, BC'S PRIMARY FRENCH-LANGUAGE PROFESSIONAL THEATRE COMPANY, IS SEEKING AN:

ADMINISTRATIVE DIRECTOR

REMUNERATION: \$42,000 to \$47,000 based on experience (35 hrs/week)

HIRING DATE: August 20, 2016

CONTRACT LENGTH: until June 30, 2018, renewable

The Administrative Director is occasionally asked to work evenings and weekends.

RESPONSABILITIES

- assists in developing the annual budget
- supervises the application of the approved budget, and maintains financial logs
- prepares all necessary financial documentation to ensure the smooth operation of the company
- oversees project budgets
- seeks additional funding
- collaborates on all grant applications and final reports
- manages the fundraising campaign and contributions to the endowment fund
- negotiates and prepares contracts
- manages the office in the absence of the Artistic and General Director
- performs other administrative tasks, as needed

The Administrative Director reports directly to the Artistic and General Director.

QUALIFICATIONS

- university degree in Administration, Finance or related field
- general understanding of Canadian accounting principles
- thorough knowledge of the artistic milieu or not-for-profit organizations
- bilingual (French and English)
- both team-oriented and capable of working on your own
- organized, a problem-solver, enterprising, and creative
- experience with data management and grant applications an asset
- able to work with: Quick Books, Microsoft Office Suite, Gmail

This information is also available on our website: www.seizieme.ca

Please submit your resume, accompanied by a cover letter detailing your interest in this position, by email, at: info@seizieme.ca

No follow-up phone calls, please. We will contact the candidates to be interviewed.

Deadline for applications is July 29, 2016, at 4 p.m. (Pacific Time).



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