

Facilities Manager Sagebrush Theatre, Kamloops, BC

Western Canada Theatre is seeking a dynamic individual to oversee the bookings and general day-to-day administration of Kamloops' premier performance space, the 700-seat Sagebrush Theatre. This is a fully equipped, multi-purpose facility used as a commercial roadhouse and community performance space, designed for music, theatre, and dance. Sagebrush Theatre is jointly owned by the City of Kamloops and School District 73 and managed by Western Canada Theatre.

The Facilities Manager is responsible for:

- all theatre scheduling and contracting
- Coordinating with clients, as well as technical, box office, front-of-house, finance department, and a large volunteer staff to ensure theatre events run smoothly and efficiently
- Promoting the use of the Theatre
- Working as a part of a team that reports to WCT's AD and GM, who in turn report to the Sagebrush Management Committee, especially in respect to Sagebrush Theatre's mandate, budget, and short and long term goals.

The successful candidate will possess the following qualifications:

- Post-secondary education in arts administration, a related field, or equivalent professional experience
- Minimum 2 years experience in facilities management or related area, including working with both a professional and volunteer staff base
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Highly organized
- Strong team player
- Ability to work in a fast paced environment with demanding deadlines
- Experience in negotiating contracts
- Ability to maintain budgets, both revenue and expenses
- Experience with Excel
- A background in community owned and operated institutions
- An understanding and enthusiasm for the performing arts

Salary will be commensurate with experience and education. Interested applicants should submit their résumé and references to the following address by June 30, 2010. Only candidates selected for an interview will be contacted.

Mail to: Lori Marchand,
General Manager
Western Canada Theatre
P.O. Box 329

Kamloops BC V2C 5K9
Or submit electronically to
lori@westerncanadatheatre.bc.ca
Phone: 250-372-3216