



*Connecting the Canadian Live Performing Arts Community*

*Réunir le milieu canadien des technologies scénographiques*

### **CITT/ICTS is recruiting its next Executive Director**

**CITT/ICTS** (Canadian Institute for Theatre Technology/Institut canadien des technologies scénographiques) is a not-for-profit national association that works for the betterment of the Canadian live performance community (theatre, dance, music, etc.).

**CITT/ICTS** connects the Canadian Live Performance Community and actively promotes the professional development of its members including Technicians, Craftspeople, Managers, Designers, Educators and Students, Theatre Consultants and Architects, Suppliers and Manufacturers

**CITT/ICTS** provides unique opportunities to its members to communicate, network and expand their knowledge and skills through workshops, conferences, electronic forums, and publications in the areas of technology, safety, management, design, architecture, and education for the live performance industry in Canada.

**CITT/ICTS** accomplishes this mission through activities in the following areas:

- Rendez-vous; CITT/ICTS's Annual conference and Trade Show.
- EXPO-SCÈNE; Canada's largest event for entertainment professionals.
- Organizing workshops, and other professional development opportunities.
- Promoting and supporting safe and ethical work practices that embrace inclusion, diversity, equity and accessibility.
- Encouraging the development of industry standards.
- Advocating at the local, regional, national, and international level.
- Disseminating information and communicating to the membership.
- Supporting regional sections and local initiatives.
- Encouraging research and the publication of the result.
- Promoting and recognizing work of excellence.

[www.citt.org](http://www.citt.org)

## **JOB DESCRIPTION**

Reporting to the Board of Directors, the Executive Director provides strategic, operational guidance, and administrative oversight to the organization. The Executive Director represents **CITT/ICTS** nationally and internationally, strengthening its profile as one of most important live performing arts organizations in Canada, and within the parameters set by the Board steers the organization's growth and revenue diversification strategies.

- Drives the strategic direction and initiatives of the Strategic Plan;
- Encourages the membership to take an active role in fulfilling CITT/ICTS's mission;
- Hires staff and manages work schedules;
- Manages internal and external communications;
- Manages office logistics;
- Ongoing retention, development and expansion of the membership;

### Finance :

- Seek other revenue sources and fundraising opportunities (grants, foundations, partnerships, sponsorships);
- Monitor bank account and update internal income vs expenses sheets;
- Pay invoices, credit card statement and payroll;
- Ensure deposit of cheques received;
- Manage staff timesheet;
- Prepare monthly spreadsheets for bookkeeper and review bank reconciliation;
- Update FYE annual budget and variance report;
- Prepare financial reporting for Finance Committee;
- Liaise with bank and suppliers;
- Prepare documentation for annual audit and liaise with Auditor for FYE Financial statements;
- Oversee grants application for special projects and follow on reporting;
- Ensure compliance with relevant provincial and federal legislation;

### EXPO-SCÈNE

- Provide vision, oversight and coordination with the show manager and committee

### Rendez-vous Annual Conference and Trade Show planning and management

- Provide vision, oversight and coordination with the conference manager and committee;
- Ensure visibility and growth of the event;
- Prepare and manage budget;
- Visit the site and confirm venues;
- Ensure that all contracts necessary for conference are prepared and signed;
- Authorize suppliers, promotion materiel, registration information, etc.;
- Authorize and control the expenditures;
- Manage and supervise on-site operations with staff and volunteers;
- Take decisions, in consultation as required, regarding all aspects of the event;

#### Outreach activities

- Seek new revenue sources
- Attend relevant events on behalf of the organisation;
- Liaise with industry partners and stakeholders;
- Create and implement new member services, programs and activities (mentorship program);

#### Board of Directors and Committees

- Ensure that all documents necessary for Board and Committee meetings are provided in a timely manner;
- In collaboration with the Treasurer and Finance Committee draft annual budget for Board approval;
- Keep the Board and Committees informed of relevant matters;
- Plan and attend all Board and Committee meetings, both e-meetings and face-to-face meetings and ensure follow-up when required;

#### **PREFERRED PROFILE**

- A respected, and trusted performing arts leader with the strategic foresight and entrepreneurial spirit to position an organization for ongoing success and impact.
- Ability to embrace **CITT/ICTS's** strategic vision and provide the leadership it needs to achieve its mandate.
- Ability to maximize opportunities as the organization expands and innovates.
- Have a reputation for integrity, professionalism, and expertise within the related fields supported by **CITT/ICTS**.
- Have established domestic and global networks to fortify **CITT/ICTS's** current partnerships and donor relationships as you seek to develop new ones.
- Be a gifted communicator with exceptional interpersonal and networking skills.
- Commitment to championing EDI and Accessibility in the membership and community
- Have a proven track record in fostering collaborations and strategic partnerships with donors in the private sector, foundations, government funding entities, and other NGOs.
- Known as a clear and inclusive leader who motivates teams to achieve ambitious results.
- Having experience in a comparable arts and culture organization would be an asset.
- Written and spoken ability in both official languages or proficiency in one official language with working knowledge of the other official language.

**CITT/ICTS** is committed to building diverse, equitable, inclusive, and accessible working environments. **CITT/ICTS** encourages the further diversification of the organization and the performing arts industry to include racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) leadership positions in our organization, we will prioritize qualified individuals who self-identify as IBPOC. [www.citt.org/IDEA.html](http://www.citt.org/IDEA.html)

**It's understood that not every candidate will fulfill every preferred qualification listed. If your background diverges slightly from our specified criteria, yet you believe you can bring significant value to the position, we invite you to share more about yourself with us!**

**Deadline for application - November 3rd, 2023**

**SALARY RANGE - \$67,000-\$73,000 annually**

This is a permanent, full-time position with flexible hours. While the **CITT/ICTS** National Office is in Montreal, this role could be fulfilled almost anywhere across Canada without relocation.

Please apply by submitting your resume and cover letter in a single PDF to Paul Del Motte, President, and the search committee at [president@citt.org](mailto:president@citt.org).

We thank all applicants for their interest, however only those under consideration will be contacted for an interview.