



LIVE IS BETTER

Globe Theatre

Executive Director

Organization

Founded in 1966 by Ken and Sue Kramer, the Globe Theatre was Saskatchewan's first professional theatre company. More than 50 years later, the Globe Theatre has become the province's largest performing arts organization and the regional theatre for Regina and southern Saskatchewan.

The Globe Theatre is a national centre of excellence in the production of theatre-in-the-round and in fostering the work of Saskatchewan artists. Selling between 60,000 and 70,000 tickets each season, the Globe Theatre programs two stages: a 406-seat theatre-in-the-round main stage and a 100-seat black box space. The Shumiatcher Sandbox Series—a showcase for new work, emerging artists, and experimental theatre—is presented in the black box space, while the six-play Main Stage program features at least three Canadian plays each season. The practice of producing a Main Stage season in-the-round is a challenging and exhilarating process that fires up the imaginations of the artists who work at the Globe Theatre.

The Globe Theatre School was launched in 2006 to provide people of all ages with the opportunity to participate in the art of theatre and its creation. In addition to its professional training programs for actors, the school offers multi-disciplinary classes, a provincial outreach program, and a professional placement program with the University of Regina. Its specialty programs include Improv for Autism Spectrum Disorder as well as an annual summer camp for newly arrived and immigrant youth, in partnership with the Regina Open Door Society.

The Globe Theatre is housed in the Prince Edward Building in Downtown Regina—a designated heritage site that was built in 1906 as the Regina Post Office and Royal Canadian Mounted Police headquarters and later became City Hall. Taking over the second and third floors of the building in 1981, the Globe Theatre purchased the entire building in 2014 after renting for more than 30 years. The Globe Theatre has developed plans to renovate the facility over the next three years and is at the midway point in its capital campaign to support this redevelopment.

The mission of the Globe Theatre is to entertain, educate, and engage people in the art of professional theatre by offering high-quality performances to audiences, professional theatre training for artists, and classes for children and adults. The Globe Theatre is centred on its core values to produce theatre that is of exceptional quality, originality, creativity, and professionalism; to provide training, mentorship, and employment opportunities for artists; to act with integrity and transparency with artists, employees, patrons, and the wider community; to be an organization that reflects the diversity of the people of Saskatchewan; to be a theatre that is committed to advancing the process of reconciliation with Canada's indigenous people; and to provide programming that is inclusive of all ages and physical and cognitive abilities.

Ruth Smillie was appointed as Artistic Director and CEO of the Globe Theatre in 1998. Since joining the company, she has assembled an impressive administrative and production staff comprised of individuals who are all committed to the art of live theatre and the success of the organization. As the Globe Theatre continues to grow and expand its impact in Regina, Saskatchewan, and across Canada, Ms. Smillie and the board have determined that the company is now well positioned to make a progressive structural change in the senior management model. Jointly reporting to the board of directors, both the Artistic Director and Executive Director will now work in partnership and provide the vision to realize the mission of the Globe Theatre.

The Globe Theatre receives federal, provincial, and municipal support, has a well-developed corporate and individual giving structure, and is embarking on a capital fundraising plan. It has achieved more than 70 percent of its annual revenues from ticket sales and earned revenue. With an annual operating budget of over \$4 million, the Globe Theatre employs 29 full-time staff members and engages more than 100 artists each season.

Community

Nestled at the centre of the continent in the heart of the Canadian plains, Regina was settled in June 1882 near the current location of Wascana Lake. On June 19, 1903, the community officially became a city. In 1905 Saskatchewan became a province and Regina was named its capital one year later. Now home to over 230,000 people, the "Queen City" is an oasis of trees, people, and buildings in the vast prairie farmland of southern Saskatchewan. The population is steadily growing thanks in large part to international immigration. A welcoming place to call home, the ethnically diverse citizens of Regina are friendly, generous, and recognized as active volunteers and supporters of community events and causes.

Regina is a cultural and commercial centre, with a diverse economy that includes major agricultural and natural resources industries (especially potash, petroleum, and natural gas). The city's proximity to national and international highways and rail lines, as well as its a growing international airport, makes it easily accessible. Regina is also home to many Province of Saskatchewan government agencies and a varied private sector, such as steel, manufacturing, telecommunications, retailing, finance, insurance, and health care and hospital services.

Celebrated for its nearly 120 square kilometres of more than 350,000 hand-planted trees, Regina is one of the sunniest cities in Canada and generally experiences warm springs and summers, pleasant falls, and cold, dry winters. The city also features a large man-made lake in the centre of town and one of the biggest urban parks in North America. Regina is home to more than 100 parks and an abundance of sports and recreation facilities, arts and cultural centres, museums, performance spaces, libraries, and bicycle pathways. Downtown Regina is the epicentre of festivals, vendors, concerts, movies, art displays, and outdoor activities. The Canadian Football League Saskatchewan Roughriders are also based in Regina.

An excellent location to raise a family, the Regina region offers diverse educational opportunities. The area's academic institutions have become nationally and internationally recognized for their quality and accessibility. There are many educational opportunities at all levels of study and support services to help students increase their chances of success. The city is also home to the University of Regina and Saskatchewan Polytechnic.

Sources: welcometoregina.ca; tourismregina.com; kentondejong.com

Position

Reporting to and working closely with the board of directors, the Executive Director (ED), in partnership with the Artistic Director, will be responsible for the overall success and creative growth of the Globe Theatre, including the vibrancy of its productions, operations, programs, facility, financial sustainability, and impact. Working with the Artistic Director, the ED will co-lead the successful completion of the \$25 million capital campaign in support of the Prince Edward Building redevelopment. This individual will effectively manage strategic partnerships, administration, marketing, development, financial management, and operations, as well as supervision and development of its human resources. The ED will also co-oversee government relations and production budgets. The person in this role will be an active community member in Regina, Saskatchewan, and Canada to build visibility and financial support for the Globe Theatre, working collaboratively with the Artistic Director, board and staff members, other arts organizations, and community members to fulfill the Globe Theatre's mission.

Roles and Responsibilities

Strategic Planning and Community Engagement

- With the board and Artistic Director, set the vision for the Globe Theatre as an organization dedicated toward maintaining a comprehensive performance and training institution and oversee short-term operational and long-range strategic planning and implementation processes.
- With the Artistic Director, serve as a main spokesperson to establish a broad public image for the Globe Theatre, clearly articulating the needs of the organization and its long-term impacts on the communities it serves.
- Initiate, develop, and ensure strong, collaborative, and effective relations with other arts organizations, Professional Association of Canadian Theatres, Canadian Actors' Equity Association, community decisionmakers, government leaders, and other stakeholders in achieving mutually beneficial outcomes.
- Oversee the planning, scheduling, management, and evaluation of a diverse array of annual activities.
- Affirm the Globe Theatre's role as a vital regional arts organization with multiple constituents and develop relationships that enhance the organization's goals.

Development and Marketing

- Guide the formulation of fundraising strategies and oversee their implementation to increase financial resources through the annual fund, special events, planned giving, and capital and endowment fundraising activities.
- Inspire corporate sponsorship opportunities, foundation and government grants, and special campaigns to maintain the Globe Theatre's position as a leading arts organization in Canada.
- Actively participate in the cultivation and solicitation of major donors, individuals, foundations, corporations, and government.
- Supervise marketing, communication, and sales strategies and initiatives that maximize ticket sales and other earned revenue opportunities.
- Ensure the highest levels of excellence in the delivery of outstanding customer service.

Governance and Financial Accountability

- Collaborate with the board to ensure strong fiscal health and organizational governance.
- Provide support to best utilize the talents and resources of board members, stimulate board involvement, and recruit new members.
- Advise the board and its committees on matters within the ED's scope of responsibility to promote the efficient operation of the Globe Theatre.
- Develop and maintain fiscal responsibility for the annual operating budget and financial objectives of the Globe Theatre and provide the most effective use of financial resources, working closely with the board.
- Establish sound financial management and administrative policies and maintain accurate financial records and monthly reports for board review.
- Enable sound practices and accountability for information technologies and cyber security of the Globe Theatre and patron information.
- Understand and maintain compliance with best accounting practices, tax filing requirements, and audits.
- Initiate ongoing effective communication with the Board Chair, board of directors, staff, volunteers, and other stakeholders.

Management and Operations

- Supervise a diverse staff, including professional, creative, technical, administrative, maintenance, and volunteer workers, to ensure patrons, artists, students, and community members have a welcoming and high-quality experience.
- Hire, train, mentor, evaluate, and create accountability measures for staff and volunteers while actively addressing their concerns in creating a safe, forward-thinking, and productive work environment.
- Recommend staffing levels, facilitate employee development, and maintain an environment where diverse individuals bring various talents, skills, and cultural competencies together to achieve common goals.
- Monitor programming, operations, and facilities personnel to ensure that the organizational policies are efficient and effective in resource utilization.
- Ensure that all activities at the Globe Theatre adhere to contractual agreements, meet legal and ethical obligations, and are consistent with the organization's mission and values.
- Create and actively promote a comfortable and welcoming environment where every stakeholder is treated with dignity and respect in a friendly and personal manner.

Traits and Characteristics

A strategic, diplomatic, and entrepreneurial leader, the ED will articulate a vision and, in partnership with the Artistic Director and board, set the tone for the Globe Theatre as a vibrant centre for artistic, cultural, educational, and community activity. With an appreciation for practical accomplishments, the successful candidate will have the ability to manage the long-term strategic goals of the organization along with daily tasks. Resourceful and instinctive, the ED will value creativity and self-expression. Other key competencies include:

- **Leadership and Personal Accountability** – The capacity to organize and motivate other people with a sense of purpose and direction while being accountable for personal and professional actions.

- **Teamwork, Diplomacy, and Employee Development/Coaching** – The ability to treat others fairly while facilitating and supporting the professional growth of others and achieving extraordinary business results through people and a teamwork approach.
- **Customer Focus** – The commitment to patron, board member, staff, and volunteer satisfaction, with a high value on exceeding needs, wants, and expectations.
- **Planning, Organizing, and Managing Time and Priorities** – The dexterity to ascertain top priorities, anticipate outcomes and risks, and establish courses of action to ensure work is completed effectively, delivering desired outcomes within allotted time frames.

Qualifications

Qualified applicants must have a bachelor's degree and a minimum of five to seven years of increasing responsibility in a senior management role at a similar theatre, arts, cultural, or non-profit organization. Direct experience in a non-profit Canadian theatre would be an asset. Candidates should possess a strong command of the business and financial side of a multimillion-dollar theatre organization and facility, including theatre and financial management, staff development, communication skills, and government relations. A track record in donor stewardship and the successful solicitation of individual and major gifts is necessary. Candidates must know how to work effectively with board members, staff, volunteers, and other community leaders. Commitment to the Globe Theatre's priorities of creating a highly regarded theatre, school, and organization; building a culture of engagement and innovation; and ensuring a broad base of stakeholder support and financial sustainability is needed.

Compensation and Benefits

The Globe Theatre provides competitive compensation and an extended health benefits package, including health insurance, matching RRSP plan, paid time off, and holidays, as well as the extraordinary quality of life and outdoor recreation opportunities offered by the beautiful Regina region.

Applications and Inquiries

Please submit a letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred) to:

Mr. Martin Bragg, Senior Vice President



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Globe Theatre is an equal opportunity and inclusive employer and welcomes all applications.