

For Immediate Release  
June 6, 2011



## Concrete Theatre General Manager Steps Down

Concrete Theatre's Board of Directors announce with regret that they have accepted Debbie Giesbrecht's resignation as Concrete Theatre's General Manager. Debbie will be stepping down from her position later this summer and will facilitate the transition to a new GM.

Debbie has been an invaluable member of the Concrete Team for the past three years seeing the company through a period of growth including our 20<sup>th</sup> Anniversary Season and increased local and national touring. Her dedication, administrative skill and team spirit has helped Concrete to grow into the company that it is today.

Debbie has made a significant contribution to the development of the company and will continue to be a valued member of the Edmonton theatre community.

*"We are so grateful to have had Debbie for the three years she was with the company. She has been a wonderful partner and has helped to build the administrative support needed for the company to flourish and grow. Her commitment as an advocate for TYA and for the recognition of theatre artists by the wider Edmonton community has been an inspiration to us. We will really miss her but we look forward to hearing her laugh in many an audience to come."*

*Caroline Howarth and Mieko Ouchi, Artistic Co-Directors*

*"We appreciate Debbie's enthusiasm, dedication and support for the company. She will be greatly missed. We wish her all the best in her future endeavors."*

*Jennifer Agrell-Smith, Board Chair*

A national call for applications has gone out. The Deadline for Applications is: June 24, 2011.

For more information about the job posting please contact Jennifer Agrell-Smith, Board Chair at [boardchair@concretetheatre.ca](mailto:boardchair@concretetheatre.ca)

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Concrete Theatre at 780.439.3905 [www.concretetheatre.ca](http://www.concretetheatre.ca)

## **\*General Manager**

### **Concrete Theatre, Edmonton, AB**

Concrete Theatre seeks a highly motivated individual to take on the role of General Manager and work with Co-Artistic Directors, Caroline Howarth and Mieko Ouchi and the Board of Directors, to lead the organization into its next stage of growth.

The ideal candidate will be independent, resourceful, and passionate about theatre for young audiences, with the following skills:

- University degree in arts admin or commensurate experience
- Strong management experience in office systems, budgeting and finance, preferably with experience with *Simply Accounting*
- Excellent communication skills (both written and oral)
- Familiarity with the Canadian performing arts community and the Canadian Theatre Agreement
- Experience in development and fundraising
- Ability to multi-task, prioritize and work both independently and as a collaborator with the team of two Co-Artistic Directors.

#### The Organization

Concrete Theatre is a 22 year old award-winning Edmonton-based professional touring company committed to creating, developing and producing artistically excellent and culturally diverse Theatre for Young Audiences that explores issues relevant to the lives of young people and their families. The company is committed to Canadian work, especially new plays and has an active new play development program including the 10 year old *Sprouts New Play Festival for Kids*. Concrete's critically acclaimed productions tour to school audiences from Kindergarten to Grade 12 across Alberta, and are presented by sister TYA companies across the country. On average, Concrete tours three productions a year, hosts an annual New Play Development Festival for Kids and visits three to six Schools with our Artists in School Residency Program. Depending on requests, Concrete does a national tour approximately every two years. Please go to our website [www.concretetheatre.ca](http://www.concretetheatre.ca) for full details of our programming and more information about the company.

Concrete Theatre is committed to ensuring that members of equity seeking communities have equitable access to employment. We are committed to maintaining an environment where all individuals are treated with dignity and respect and are free from all forms of discriminatory treatment, behaviour or practice.

#### Primary Focus

The General Manager (GM) works within the artistic and business mandate to ensure the smooth and successful operation of the theatre. The GM is responsible for the financial, administrative, promotional, audience development and general management of the theatre. The GM's responsibilities are varied and range from the day-to-day operations to strategic management. The annual operating budget of Concrete Theatre is approximately \$350,000 with room to grow. Key areas of responsibility are:

- Financial Management and Cash Flow

The GM is responsible for supervision, integration, management, and reporting of all financial aspects of Concrete Theatre and for managing the budget and cash flow of the organization. The GM will prepare, in conjunction with the C-AD's, the annual operating budget for the theatre for approval by the Board.

- Marketing, Fund Development and Ambassadorship

The GM, jointly with the Co-Artistic Directors, is responsible for all Municipal, Provincial and Federal grant applications. They are also responsible for the cultivation, solicitation and stewardship of individual,

corporate and foundation funders and reporting to both public and private partners. The GM will oversee all box office, audience development, marketing, public relations and community outreach initiatives.

- Administration

The GM will be responsible for the management of all administrative aspects of theatre operations, including negotiating and contracting with the self employed personnel of the organization and with the C-AD's ensuring compliance with collective agreements. The GM oversees the mounting and operating of all productions, including new shows in development. They are responsible for the hiring and supervising of all part-time, full-time and seasonal employees in consultation with the C-AD's.

- Board of Directors Liaison

The GM communicates and reports to the Board of Directors and attends all board meetings as an ex-officio member. The GM is a key member of Board Committees. The GM is responsible, in partnership with Co-Artistic Directors (C-AD's), for leading the development of, and executing the Strategic Plan

Reports to: Board of Directors and works in partnership with two Co-Artistic Directors

Salary range is: \$40,000 to \$50,000 (depending on experience) plus medical and dental benefits.

Interested applicants should send a cover letter and resume with references electronically or by mail to:

GM Search Committee/ Board Chair: Jennifer Agrell-Smith

Concrete Theatre

6-17 Stanley A. Milner Library Building

7 Sir Winston Churchill Square

Edmonton, AB T5J 2V5

Email: [boardchair@concretetheatre.ca](mailto:boardchair@concretetheatre.ca)

***Application Deadline: June 24, 2011***