

Job Description

## **ASSISTANT TO THE GENERAL MANAGER**

STATUS: Full-time / permanent

**The Segal Centre for Performing Arts** is a not-for-profit theatre company dedicated to creating, producing and presenting world-class English-language theatre, and to showcasing the best professional artists from Montreal and beyond. Founded in 1967, the Segal Centre has expanded to become a nationally recognized venue for the performing arts, in addition to enriching educational programming & Jewish cultural events. With core values of creation, innovation, diversity and collaboration, the Segal believes in the power of the arts to strengthen and connect communities and is committed to offering relevant, engaging, and accessible programming.

**The Assistant to the General Manager** is an executive assistant position, providing administrative support for the Segal Centre's General Manager and assisting with the day-to-day operations of the organization. The ideal candidate will have a minimum of three years' experience in arts administration or production management, preferably with a strong knowledge of and commitment to theatre in particular.

The ideal candidate has the ability to:

- Manage multiple priorities to ensure work is completed in a timely and efficient manner
- Manage multiple collaborators to ensure timely and cohesive results
- Communicate effectively, both orally and in writing, in both English and French
- Exercise professional discretion, good judgement and confidentiality
- Demonstrate a strong work ethic and exceptional organizational skills
- Solve problems, creatively and proactively
- Be detail-oriented
- Work in a very fast-paced, creative and demanding environment

Responsibilities include (but are not limited to):

- Managing incoming inquiries and requests to the General Manager
- Coordinating the General Manager's schedule, expense claims and travel plans as needed
- Attending meetings / participating on conference calls, taking notes and following up relevant action items
- Drafting/proofing correspondence in English and French
- Assisting with drafting and organizing of grant applications and reports, and various season production admin tools

- Being a liaison between General Manager all Segal Centre Teams and Departments to enable greater sharing of information and collaborative work practice
- Representing the General Manager and the organization in the community; this includes serving on committees, attending events, maintaining company profile within community via acknowledgements, thank you cards, letters to colleagues, etc.
- Assisting the Casting Coordinator by preparing materials, booking venues and tracking the Creative Teams' availabilities for auditions and supporting the casting team as needed at auditions
- Working with the Contracts Manager to streamline contracting process and ensure compliance.
- Coordinating developmental phase of new works, with Artistic Director and General Manager and producing developmental workshops.
- Maintaining ongoing internal initiatives such as the Respectful Workplace Program, Accessibility programs (RPs, ASL, etc.) and participating in the development and integration of new ones.
- Assisting, when required, the Director of Production with season and production scheduling and staffing
- Filing, archiving according to protocol, and other clerical duties as needed.
- Supporting production team members in unforeseen / emergency situations

The average workweek is 40 hours, Monday to Friday. Some evening and weekend hours will be required. This position is located in Montreal at the Segal Centre offices.

Please send your CV and cover letter by email to Jessica Gal, [jgal@segalcentre.org](mailto:jgal@segalcentre.org) by **Tuesday, April 30<sup>th</sup>, 2019**, with GM Assistant in the subject line. No telephone inquiries, please.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted. All applications are considered confidential.