



Employment Opportunity - GENERAL MANAGER TRAINEE

Red Sky Performance is seeking a full-time General Manager Trainee for a 10-month term, with the possibility of extension.

Reporting to the Executive & Artistic Director, the General Manager Trainee is responsible for the management of Red Sky Performance's strategic planning, program implementation and logistics, national and international touring, revenue generation, proposals and negotiations, administrative and personnel contracts, budgeting and reporting.

The General Manager Trainee works collaboratively with other staff and contractors, and provides management for the Company's operations and programming, including other duties as directed by the Executive & Artistic Director.

The General Manager Trainee requires a deep commitment to and engagement with Red Sky Performance's artistic goals and company ethos, as well as a strong sense of responsibility and an excellent work ethic.

As an Indigenous arts organization, we believe that a cultural connection is important for effective communication within our office and artistic environment and the General Manager Trainee will reflect this.

As an integral part of the Red Sky Performance team, the General Manager Trainee will work with us to develop processes and outcomes that have integrity, depth of meaning and experience, and a tangible cultural sensibility that is uniquely Red Sky Performance.

The General Manager Trainee will be chosen for her or his unique synergy of skills and self-identified professional development targets.

Responsibilities and Accountabilities

1. Assist in the development of operational plans in response to the artistic program, in alignment with the organization's objectives and its short-and -long term goals.
2. Assist in the production of an annual operational budgets and project budgets to contribute to the organization's overall financial management.
3. Write proposals for potential partnerships and sector initiatives according to the organization's artistic direction.

4. Produce reports, budgets and papers for meetings of the Board of Directors and the governance of the organization.
5. Oversee and support the generation and confirmation of a range of performance opportunities for the organization.
6. Prepare and negotiate contracts for artists, production personnel, presenters, venues, agents and partners.
7. Represent the organization at industry and business forums, arts markets and conferences.
8. Support the organization's marketing and communications plan and its implementation.
9. Manage the organization's infrastructure including office & storage premises, administration, electronic and printed records, IT services, third-party service providers, and so on.
10. Contribute to research on a range of subjects such as cultural policy and protocols.
11. Oversee analysis, evaluation and data collection on the organization's activities.

Knowledge, Skills and Abilities

Ability to interact with multiple and diverse individuals and groups;

Excellent communication, analytical, and motivational skills;

Experience with strategic planning, goal and target setting;

Strong organizational skills and demonstrated attention to detail;

Ability to work independently and to manage a number of projects in a deadline driven environment.

Must show initiative and drive in completing projects and achieving results;

Knowledge of the Indigenous arts community and cultures an asset;

Demonstrated research abilities and expertise in maintaining paper and database files;

Solid computer skills, specifically with Word, Excel;

Commitment to work scheduled business hours as well as after hours, as required.

NOTE: Candidates must be eligible for and currently registered with Miziwe Biik Aboriginal Employment and Training. As this position is grant-dependent, the trainee position is only open to those who self-identify as First Nation, Metis or Inuit.

We invite qualified candidates to submit a detailed resume and cover letter, outlining qualifications and describing why you are suited to the position.

Application E-mail: Sandra@redskyperformance.com

Application Deadline: June 6, 2019

Position Start Date: June 10, 2019 Position End Date: March 31, 2020 (with possibility of extension pending funding)

Salary: commensurate with experience

Location: Toronto, Ontario

To learn more about Red Sky Performance, visit our website: redskyperformance.com



This Employment Opportunity is made possible by the following:

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