

Opportunity Profile: **General Manager Ukrainian Shumka Dancers**

Competition Deadline: Monday, March 15, 2010
Preferred Position Start Date: Monday, April 19, 2010 (negotiable)

THE ORGANIZATION:

Shumka presents full-length, professional dance theatre touring productions, as well as intimate concert repertoire, across Canada and around the world. These productions marry the genre of Ukrainian dance with classical and contemporary movement, to create dramatic storylines which have become recognized as distinctively Shumka-style. Veteran dance writers such as Pamela Anthony write: “*Shumka has turned the idea of folk dance into a living breathing art form, and emerged as one of the most contemporary dance companies around*”. (Edmonton Journal)

Shumka creates a broad scope of original dance works and original music built upon the foundation of:

- the Canadian life experiences of Shumka’s artists;
- the creative inclusion of world dance forms as part of Canadian cultural life;
- the rich Alberta heritage of Ukrainian folk and urban culture; and,
- the realization of the innovative dreams of the company’s creative partnerships with other professional, international artists.

Shumka is grateful for the annual operating grant support of the Edmonton Arts Council and the Alberta Foundation for the Arts. Shumka also acknowledges project grant support from the Canada Council for the Arts, Alberta Lotteries, and the Ukrainian Canadian Foundation of Taras Shevchenko. Shumka is an Edmonton-based, registered charitable society, and is a Resident Company of the Northern Alberta Jubilee Auditorium.

THE POSITION

Shumka’s General Manager is an integral member of the senior management team, playing a pivotal role in annual planning cycles and budgeting. This is a full-time, continuing position with a salary range of \$43,000 to \$55,000 annually. Funded annual professional development opportunities are available.

The General Manager must possess the following traits and characteristics:

- the resourcefulness, self-sufficiency, and drive to succeed;
- the experience to handle challenging situations professionally, effectively and efficiently;
- the professionalism to work with, and supervise, others at various levels within, and contracted to, the company;
- the vision to see how his or her own work can contribute to Shumka’s overall successes and elevate its reputation within the community.

The General Manager will often be called upon to represent Shumka in a variety of contexts, and his or her conduct must always reflect positively upon Shumka. The successful candidate will be one whose judgment, integrity, fiscal responsibility, time management and dedication to precision and excellence govern the delivery of his or her management services. The General Manager is responsible for the overall day-to-day business operations of the company.

THE RESPONSIBILITIES

Shumka's General Manager is responsible for four core areas of business:

- Office, Administrative and Financial Management
- Project Management, Quality Control, and Reporting
- Marketing, Communications, and Event Management
- Performance Opportunity Development and Resource Development

THE QUALIFICATIONS AND POSITION REQUIREMENTS

The ideal candidate for this position will have:

- A minimum of 3 years of experience managing an arts company, arts or recreation organization, business, or community service organization
- A post-secondary education certificate, diploma, degree or equivalent professional experience
- Demonstrable success in event coordination, fundraising, marketing, and relationship building with potential corporate sponsors and key community members.
- Experience in staffing and delivering training and educational experiences for children and youth
- Proficiency with Internet research, Web Postings, Microsoft applications, and Simply Accounting
- Experience in producing and/or presenting concert productions
- The ability to work as part of a team, yet provide leadership as necessary
- Exceptional attention to detail, thoroughness, quality and standards
- Excellent writing and editing abilities (samples of writing will be requested at the interview stage)
- Experience with, and an understanding of, the budgeting process, tracking of revenues and expenses, payroll, and financial reporting to Revenue Canada and granting bodies
- Experience with graphic design and aesthetics
- Excellent interpersonal and communication skills with all internal and external stakeholders
- Self-motivation, and the ability to work independently at a fast pace
- Superior time management skills and the ability to prioritize tasks for the most beneficial outcome
- Knowledge of the Ukrainian community in Edmonton and Alberta, and the ability to communicate in Ukrainian would be a definite asset
- Knowledge of, and experience with, the non-profit sector would be an asset

REPORTING AND ACCOUNTABILITY

Reporting to the Chief Executive Officer, the General Manager will work together with the Artistic Director of the Ukrainian Shumka Dancers and the Shumka School of Dance. The General Manager will mentor and supervise the work of Shumka's Programs Administrator,

Bookkeeper, and Public Relations and Special Events Coordinator. The General Manager will also work with, and/or oversee the work of, various part-time and full-time contracted personnel including summer dance camp staff, technical production staff, producers, marketers, other contracted suppliers and volunteers, to deliver projects, events and productions. From time to time, the General Manager will work collaboratively with Board members, Foundation members, and representatives of other organizations, institutions, and corporations.

Interested candidates are asked to submit a cover letter expressing suitability for the position, resume, and names/titles of 3 references (letters of reference will be requested only at the interview stage) to:

Gordon Gordey, CEO
Email: gordon.gordey@shumka.com
Ukrainian Shumka Dancers
12245-131 Street, Edmonton, AB T5L 1M8
Fax: (780) 455-7889

The deadline for applications is March 15, 2010. Individuals seeking additional information may also call Suzanna Brytan at (780) 455-9559.

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.