

## **JOB POSTING: General Manager**

**Organization:** Westben Arts Festival Theatre, Inc.

**Location:** Campbellford, Ontario

**Start Date:** Negotiable

**Status:** Full-time

### **About Westben**

Westben brings people together through music, nature, and community. As a leading arts organization rooted in creativity and connection, Westben presents world-class performances in one of Canada's most unique rural cultural settings. We value collaboration, inclusivity, innovation, and a supportive workplace culture.

### **Position Summary**

Westben is seeking a dynamic and experienced **General Manager** to serve as the organization's Administrative and Operational Lead. Reporting directly to the Artistic & Managing Director (AMD), the General Manager ensures the smooth, efficient, and financially sound operation of the organization. This role oversees budgeting, financial processes, grant development, human resources, administrative systems, and event logistics. Working in close partnership with the AMD and senior staff, the General Manager plays a key part in advancing Westben's artistic vision and strategic goals.

## **Key Responsibilities**

### **1. Financial Management & Resource Development**

- Create and monitor Operating and Capital Budgets
- Lead grant writing, budgeting, sourcing, tracking, and reporting (operational and capital grants)
- Support private revenue development including donations, memberships, sponsorships, and foundation applications
- Supervise and support the Business Coordinator (payroll, payables/receivables, bookkeeping, reporting, etc.)
- Provide administrative support for fundraising initiatives and events

## 2. Operations

- Develop and oversee operational systems aligned with the Strategic Plan
- Track and report strategic progress quarterly to the AMD
- Support development and maintenance of Board policies (including EDI and internal/public-facing policies)
- Provide leadership for Marketing activities in collaboration with the AMD and AAMD
- Oversee Customer Service and Box Office operations (staffing, scheduling, systems, supplies)
- Oversee event logistics including production, rentals, schedules, volunteers, concessions, and bar operations

## 3. Administrative Systems

- Maintain and improve business practices, systems, and organizational procedures
- Lead HR functions: recruitment, hiring, onboarding, training, evaluations, scheduling, and staff meetings
- Support employee relations, performance management, compliance, benefits, and workplace culture
- Provide Board support: preparing agendas, documents, financial updates, and maintaining records

## Qualifications

- Experience in arts administration, nonprofit management, or a related field
- Strong financial management skills, including budgeting and reporting
- Experience with grant writing and revenue development
- Demonstrated leadership, team management, and HR experience
- Excellent organizational, communication, and problem-solving abilities
- Experience with CRM and financial software (e.g., Spektrix, Sage) is an asset
- Commitment to collaboration, inclusion, and community engagement

## Remuneration

Annual salary range: \$65,000-\$70,000 plus benefits package, negotiable

## How to Apply

Please submit your résumé, cover letter, and three references to [joinus@westben.ca](mailto:joinus@westben.ca) with the subject line *General Manager Application – [Your Name]*. Applications will be reviewed on a rolling basis until the position is filled. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request.