

## **Dekker Centre for the Performing Arts**

**Policy Type: Job Descriptions**

**Subject: *General Manager***

**Date Adopted: March 7, 2013**

**Monitoring: Annual Review**

The General Manager is responsible for the administration and management of the Dekker Centre for the Performing Arts, including:

- Setting and controlling operating and programming budgets
- Maximizing the revenue generating potential of the Dekker Centre
- Coordinating and managing bookings, and scheduling events at the Dekker Centre
- Negotiating and concluding contracts with artists, sponsors, suppliers and renters
  
- Recruiting, negotiating employment contracts, hiring and supervising all staff
- Ensuring a working environment that is safe, free of discrimination and any type of abusive behavior, and in compliance with all required health and safety regulations
  
- Developing and managing a team of volunteers
  
- Working with the Programming Committee to develop a Presenter series
- Developing advertising, and overseeing marketing and public relation strategies, including social media
- Developing personal relationships with community groups
- Pursuing sponsorships and other potential funding opportunities
  
- Ensuring the operation and maintenance of the furniture, fixtures and equipment of the Dekker Centre
  - Maintaining good relations with City supplied maintenance and HVAC personnel
  
- Creating and maintaining positive working relationships with all contract caterers, vendors and contractors
- Working with CuPlex managers on common issues