

PME-ART

Job Offer: General Manager & Executive Producer

Montreal-based interdisciplinary performance group PME-ART, whose creations are known both here and abroad, is looking for a dynamic and committed General Manager & Executive Producer.

Reporting to the Board of Directors and working in collaboration with the Artistic Director of the organization, you will be responsible for ensuring a new chapter in the organization's over twenty-five-year history. You will play a key role in bringing a new vision to the organization's makeup, leading and developing its financial health and growth, and managing its day-to-day operations. You will design your overall strategy in collaboration with Artistic Director Jacob Wren.

The organization is at an exciting moment in its development. You will join PME-ART as it enters a renewed period of artistic research taking place alongside the circulation of past productions and the deployment of new sustainable touring models. The General Manager will oversee day-to-day operations, and act as Executive Producer, developing key relationships with presentation and development partners. PME-ART has operating funding at the municipal and provincial levels.

Based on the candidate's experience and vision, PME-ART is prepared to consider applications for a Co-General Director position. Applicants wishing to be considered for this must state it clearly in their application.

Job description:

General Management

- Elaborate and execute PME-ART's organizational vision
- Develop, manage and follow up on operational calendars and budgets
- Schedule, coordinate and execute the organization's grant applications in collaboration with the Artistic Director
- Draft and execute reports and annual financial statements (Annual General Assembly, Board meetings, project and operating grant reports)
- Participate in every board meeting, report to the Board of Directors and contribute to new member recruitment
- Oversee bookkeeping with the external bookkeeper
- Participate in the closing of the books and financial statements with the external auditor
- Manage day-to-day operations and office tasks

Executive Producing

- Identify and develop partnerships with presenters of interest and others
- Recruit production personnel in collaboration with the Artistic Director
- Survey and pursue funding opportunities and grants suitable for projects in development
- Develop and manage production budgets
- Supervise tour organization and logistics
- Prepare contracts (artists, presenters and others), visa applications, work permits, and other documents as required

Qualifications sought:

- Organizational vision and understanding of the value that sound administration brings to artistic programming
- College or university degree or training in administration or accounting (or relevant education or training)
- 5 years of experience in a similar position or a combination of relevant experience
- Good command of oral and written French and working proficiency in English
- Good command of Microsoft Office suite (Excel, Word) and knowledge of accounting software (SAGE and others)
- Autonomy, sense of initiative and organization
- Interest in teamwork
- Experience in the cultural milieu and knowledge of the interdisciplinary or performing arts milieu is an asset

Conditions of employment

- Permanent full-time position
- Vacation (6 weeks), holidays and sick days
- Compensation from \$37,000 to \$ 42,000 yearly, depending on training and experience
- Start date: December 2024 or January 2025

Applications are due November 10, 2024

PME-ART is committed to learning, growth, and creating a positive and respectful workspace for all our collaborators. In this spirit, preferential consideration will be given to BIPOC candidates. Candidates are invited to voluntarily self-identify.

Please send your letter of interest and resume to the Board of Directors: info@pme-art.ca

Consult our website to learn more about PME-ART: <https://www.pme-art.ca>

About PME-ART

The Montreal-based interdisciplinary performance group PME-ART is known for its collaborative, convivial and idiosyncratic creations that have been seen here and abroad: Festival TransAmériques, Théâtre La Chapelle (Montreal), PuSh Festival (Vancouver), Forum Freies Theater (Düsseldorf), Campo (Ghent), Spielart Festival (Munich), etc. Driven by social thought and critical reflection, the work of PME-ART explores the representational and performative situation with a surprising openness towards the public.

PME ART has presented its creations in some fifty-five cities in Quebec, Canada, Europe, Japan and the United States. The group is supported by the CALQ and the CAM; was nominated for the 27th Grand Prix du Conseil des arts de Montréal (non-traditional arts practices). PME-ART has been directed by Jacob Wren, Sylvie Lachance (Artistic Co-Directors) and Richard Ducharme (outgoing Executive Director) since its founding in 1998.