

GOH BAYVIEW ASSOCIATE DIRECTOR (FULL TIME)

ABOUT GOH BALLET

Dance should be a part of every child's upbringing; it is a vital form of human expression. Nurturing and cultivating this physical and emotional communication is the core mission of the Goh Ballet Academy. Through participation in dance, we are able to unveil and foster hidden talents and inspire creative thinkers. The holistic experience and training of dance connects the mind and body and draws out confidence, independence and artistic expression that contribute not only to the fulfillment of a dance career, but also to valuable life skills.

Goh Ballet aims to provide the optimal level of dance instruction to encourage the development of a child's individual best, fostered in an environment of like-minded peers in the pursuit of personal excellence. In 2019, the Goh Ballet Academy expanded into Toronto with a beautifully designed location in Bayview Village Shopping Centre. Today, the Academy is looking for an Associate Director who is ready to take on the management and expansion of the Toronto location.

For more information on:

- Goh Ballet Academy, please visit: <https://www.gohballet.com/the-academy/>
- Bayview location, please visit: <https://www.gohballet.com/bayview/>

WE ARE SEEKING...

Reporting to and working with the Director, Chan Hon Goh, the new Associate Director will be the face of Goh Ballet in its Toronto market. In the role, you will manage and strategize the growth of Goh Ballet Bayview ensuring all business development initiatives are aligned with the brand. You will oversee all day-to-day operations of the studio to ensure it is running smoothly. Key to success will be your ability to lead the growth of the studio, to help honor the brand while also building the team. To succeed you are driven by integrity, enthusiasm, entrepreneurial spirit and a solid understanding of art education.

Duties and Responsibilities

- **Business Development** – In partnership with the Director, lead the growth of the Toronto Bayview location.
- **Marketing & PR** – Lead marketing initiatives and ensure all presence is in alignment with the strategic plan and business development priorities
- **Communication** - Oversee written communications for our website, social media accounts and business development content in accordance with our communications plan
- **Stakeholder Management** - Manage relationships with key external stakeholders, vendors and develop partnerships to further promote the work of Goh Ballet
- **Day-to-day operations** – Oversee payroll, AR & AP, budgeting, financial planning and managing administrative staff. Ensure all operational programs, processes and activities are running efficiently and in line with the strategic priorities of the Academy.
- **Program Management** – Oversee class registrations, handle rental bookings, assist with management of faculty and pianists
- **HR** – Lead support staff, third-party contractors and ongoing recruitment as needed. Lead HR programs and practices including maintaining appropriate HR files. Develop, recommend approval and maintain staff hours and vocational schedules.

- **Technology** - Manage IT infrastructure including hardware, software, network, security and backup, support and maintenance, connectivity issues, troubleshoot other IT problems
- **Insurance** – Ensure insurance contracts maintenance and compliance with contracts.
- **Production** – Supervise and ensure readiness for and implementation of all events on the annual calendar
- **Fundraising** – Oversee all partnerships and sponsorships ties to the fundraising annual plan.
- Lead special projects as assigned.

QUALIFIED CANDIDATES WILL HAVE....

We are looking for candidates with a desire to actively innovate and improve current operations, and the ability to cultivate and maintain a positive and engaging team culture. Our ideal new Director recognizes the entrepreneurial nature of running an arts program which will require evening and weekend coverage. Other qualifications include:

- ⇒ Post-secondary degree in a related field (Business Administration or Arts Administration)
- ⇒ 5+ years of managerial and/or operations specific role ideally within an arts environment.
- ⇒ Proven success with copy writing and marketing with good understanding of social media platforms and how to promote programs
- ⇒ Proven ability to problem-solve and think creatively to develop unique and effective solutions
- ⇒ Excellent verbal and written communication skills
- ⇒ Ability to work in a fast-paced environment
- ⇒ Comfort with technology including working with vendors and excellent usage of MS Office Suite, G Suite and cloud management
- ⇒ Basic accounting skills and experience with budgeting and accounts payables/receivables
- ⇒ Experience with data management, administrative processes and knowledge of administrative principles and best practices
- ⇒ Previous experience with a student and client database system such as MindBody or Jackrabbit Class an asset
- ⇒ Availability to work dance studio operational hours, including work on evenings and weekends during times of special events, productions, and presentations

Goh Ballet provides an inspiring, challenging, and creative work environment. It supports its administrative team members with opportunities for professional development and advancement. This position is ideal for an Arts Administrator seeking that next step-up in their career. For this important role, Goh Ballet is offering a salary range of \$60K+ annually depending on experience. health & wellness allowance, plus time off in-lieu.

CONTACT US

In your application, please send your resume/CV and a cover letter expressing why you are the right person for this job and indicate your salary expectations. **Please email Tracie Yee (tyee@gohballet.com). Subject Header: Application for Associate Director.** All applications will be reviewed. We thank you for your interest in this position; however, we will only be contacting those selected for interviews. Please no phone calls.

Goh Ballet is committed to employment equity through a process which identifies and eliminates any discrimination in the organization's employment procedures and policies. We encourage

applications from qualified individuals who identify as LGBTQ2+, First Nations, Inuit & Métis, people of colour, and people with disabilities.

The position will remain open until it is filled.