



REPERCUSSION THEATRE'S BOARD OF DIRECTORS IS SEEKING CREATIVE AND DYNAMIC NEW LEADERSHIP TO STEER THE COMPANY INTO THE FUTURE!

Like any arts organisation, Repercussion must constantly reevaluate its position in the industry and reinvigorate its ways of working. The Board of Directors is therefore seeking leaders who value Repercussion's roots and history, but are also keen to investigate new ways of fulfilling its mandate and serving the community.

COMPANY OVERVIEW

Founded in 1988, Montréal's [Repercussion Theatre](#) is best known for its annual Shakespeare-in-the-Park tour, which brings free, professional theatre to thousands of people each summer. **Our mandate is to deliver professional, classically based, visually dynamic theatre that is accessible to all, regardless of income, culture, language, age or education.** Much of the year is spent preparing for our beloved seasonal tour, which brings a fully-realised production to multiple parks across the island of Montréal and beyond for 4 intense weeks each summer. Our "off season" can also consist of various activities, including our Words With Will play-development series, workshops, and collaborations of various kinds.

As a professional theatre company and non-profit arts organization, **our core values are artistic excellence, social relevance, and accessibility.** We pride ourselves on reflecting the incredible diversity and complexity of Montréal both on and off our stage, and as an outdoor theatre company we are particularly committed to treading as lightly and as thoughtfully as we can on the Earth. Through our various projects, we aim to make professional theatre as accessible as possible, to nurture the next generation of theatre-makers through mentorship and partnerships, and to introduce innovative interpretations of classical theatre by infusing them with an artistic and cultural sensibility that is distinctly Montréalaise.

Our office is currently located at 460 St Catherine street west, in the heart of downtown Montréal, within the same building as cultural institutions like ELAN, QDF and the FTA, and with a wonderful view of Saint James United Church. We are a relatively small organization with a proud history of serving our community and creating magical experiences.

AN IMPORTANT NOTE ABOUT ORGANISATIONAL STRUCTURE:

The leadership of the company has traditionally taken the form of an Artistic Director and General Manager, both of whom answer to the Board of Directors. This posting will focus to some extent on that format, but – given that leadership can take many

forms – the Board is very open to and interested in the possibility of other structures. Running a theatre company requires creativity and thinking outside the box, and the key leadership roles need to collaborate closely; so we encourage interested applicants to come ready to talk about how they want to work, as well as what they want to create. **For example: applicants can choose to apply as a team, or one person can propose to take on both roles (or parts thereof.)**

GENERAL RESPONSIBILITIES OF REPERCUSSION LEADERSHIP

The main leader or leadership team of the organisation work to ensure the ongoing viability and long-term sustainability of the company. They maintain the vision and integrity of the organisation and manage its day-to-day operations. They build and maintain relationships with major stakeholders (funders, parks, donors, artists, colleagues in the community, etc) and keep the Board of Directors regularly informed of the organisation's artistic, financial and administrative situation. They craft and maintain the budget, seek funding, and oversee the various contract workers and artists hired from season to season. They are, in short, the core of the company.

(Please see the detailed job descriptions for the AD and GM positions below. As stated, other configurations are possible and welcome! But these breakdowns give a detailed picture of what the work entails and how it has traditionally been divided.)

Qualifications and Qualities We Are Looking For:

The ideal candidate(s) for this/these role(s) will:

- Be passionate about Repercussion Theatre's mission and activities;
- Have education/training in a related field and/or a good deal of relevant experience;
- Have experience working in a non-profit arts organisation (ideally in a leadership position);
- Have demonstrable knowledge of and experience with the various responsibilities outlined in the detailed job descriptions below;
- Have a demonstrable track record in terms of artistic practice and/or organisational leadership;
- Be able to work both independently and as part of a team, to lead when needed and support when required;
- Have an awareness of the local and national arts landscape;
- Have excellent communication skills in English and French (spoken and written);
- Be both a big-picture thinker and detail-oriented doer;
- Be excited by the challenge of leading an arts organisation at a moment when leading an arts organisation is not easy;
- And have the grit, determination, and creativity to imagine and spearhead an exciting future for Repercussion Theatre.

Contract Details

The exact details of the contract will be determined based on the people hired and the structure agreed upon. What is key is that there is a good deal of flexibility available, and the Board aims to work with the chosen candidate(s) to create a structure that is most effective for the Company and the people involved.

This breakdown has been conceived as two year-round positions (AD and GM), with some full-time and some part-time periods; but the Board is open to other possibilities:

- Off season (September to March): The GM and AD would be part time during this period, working in a hybrid model (in-office and remote as needed) +/- 2-3 days/week.
- Shakespeare-in-the-Park season (April-August): This has traditionally been the most intensive time of year for us, with the team swelling from +/-3 employees to over 30 contractors, artists, workers and volunteers. The GM and AD would need to be full-time and in-person during this period.

Salary: \$35-\$40K annually each* (if a traditional AD/GM structure is chosen)

*This is the amount that is possible given the current budget (2025/26) and business model. The leader(s) hired will be charged with conceiving of and managing future budgets, and will therefore be in a position to explore how this can change.

PROPOSED TIMELINE:

Interviews will take place over December/January, with an onboarding process in February/March and the chosen candidate(s) ideally starting April 1st (with continued support as needed.) The 2025 Shakespeare-in-the-Park season is already being planned, so the new team will be fully involved in the implementation of the tour, but will not be fully responsible for the pre-tour planning.

HOW TO APPLY

Repercussion Theatre is committed to equity and diversity, both on and offstage. We highly encourage applicants from all cultural backgrounds, abilities, and gender identities to apply. Self-identification is welcome and encouraged, but not required.

Please send a cover letter and CV to hr@repercussiontheatre.com to the attention of the Hiring Committee. (Questions about the posting or position can also be sent to this email address.) The Hiring Committee is composed of Repercussion Board Members as well as professional colleagues from the Montreal theatre community.

The current Artistic and Executive Director, Amanda Kellock, will be part of the early stages of the interview process, but not the ultimate hiring decision.

The deadline to apply is November 29th at noon.

Appendix A – Detailed Job Description: Artistic Director (AD)

Note that this represents the current responsibilities of the Artistic Director, which may change as the needs of the company evolve and depending on the people and structure chosen.

Responsibilities of the Artistic Director (in a traditional model)

The Artistic Director (AD) is responsible for the short and long-term artistic vision and planning of the company, including programming for Shakespeare-in-the-Park and any other activities throughout the year, as well as educational and community outreach projects. They craft the artistic portion of funding applications, and ensure an overall coherence in the company's communications and outreach strategies. The AD hires and oversees key artistic and production team members, and is often the public face of the organisation.

Qualifications and Qualities

The ideal candidate for this role will:

- Be passionate about Repercussion Theatre's mission and activities;
- Have education/training in a related field and at least 5 years of relevant experience;
- Have a demonstrable track record in terms of relevant artistic practice;
- Have an understanding of and experience with non-profit arts organisations;
- Have experience in a leadership role;
- Be able to work both independently and as part of a team, to lead when needed and support when required;
- Have an awareness of the local and national arts/theatre landscape;
- Have excellent communication skills in English and French (spoken and written);
- Be both a big-picture thinker and detail-oriented doer;
- Be excited by the challenge of leading an arts organisation at a moment when leading an arts organisation is not easy;
- And have the grit, determination, and creativity to imagine and spearhead an exciting future for Repercussion Theatre.

Detailed list of duties and responsibilities:

1. Leading both short and long-term artistic planning for Repercussion Theatre, including:
 - Shakespeare-in-the-Park programming and its related activities
 - Any other off-season programming or activities
 - Educational and outreach offerings
2. Deciding on all matters concerning the artistic direction of the company, including selecting, hiring and overseeing creative teams.

3. Working closely with the General Manager (GM) to ensure the financial stability and long-term viability of the company by:
 - Crafting and maintaining the yearly operating budget
 - Writing the artistic component of grant applications and reports
 - Seeking out relevant revenue sources for the organisation and its activities
 - With the GM, applying for wage subsidies and seeking out creative strategies for hiring creative staff (such as internships with local training institutions)
 - Acting as second signing officer for all financial documents and transactions
 4. Building and maintaining relationships with key stakeholders (funders, parks, donors, artists, colleagues in the community, etc)
 5. Attending all board meetings and keeping the Board of Directors regularly informed of the organisation's artistic situation, as well as relevant sectoral trends
 6. Working with the GM to oversee and guide all communications and marketing materials, including (but not limited to) posters, programs, newsletters, social media posts, etc.
 7. Staying current with industry standards and trends, and building/maintaining relationships with colleagues and community members (both locally and beyond)
 8. Working with the GM to hire, oversee and develop competent staff, interns and contract workers (production and office) and to foster a cohesive team environment
 9. Working with the GM to ensure good relations with artistic unions/associations (APASQ and CAEA) and proper adherence to negotiated agreements as a member of PACT
 10. Attending relevant events as a representative of the company and acting as the public face of the theatre when required (including giving media interviews)
 11. Engaging with the local theatre sector to build relationships, share resources and participate in community-building and advocacy activities as are relevant to the organisation and its role in the English Montreal theatre community.
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Appendix B – Detailed Job Description: General Manager (GM)

Note that this represents the responsibilities of the previous General Manager (there is currently no one in this role), which may change as the needs of the company evolve and depending on the people and structure chosen.

Responsibilities of the General Manager (in a traditional model)

The General Manager is responsible for the overall administration and daily operations of the company and its activities. They manage the yearly budget and work with the bookkeeper to ensure effective record-keeping and organisational flow. The GM hires office staff as needed and provides HR support/guidance to anyone hired by the company. They oversee the Welcome Team (i.e. front-of-house) for the Shakespeare-in-the-Park tour.

Qualifications and Qualities

The ideal candidate for this role will:

- Have education/training in a related field and relevant experience;
- Have demonstrable knowledge of and experience with the various responsibilities outlined in the detailed job description below

- Have experience in administrative leadership (ideally in a non-profit arts organisation), including organisational advancement;
- Have excellent communication skills in English and French (spoken and written);
- Have excellent organisational skills;
- Have experience with (and enjoy!) budgets and financial management;
- Be able to work both independently and as part of a team, to lead when needed and support when required;
- Be both a big-picture thinker and detail-oriented doer;
- Have an awareness of the local and national arts landscape;
- Be passionate about Repercussion Theatre's mission and activities.

Detailed list of duties and responsibilities:

General Administration

1. Manage the daily operations of the company, including:
 - Monitor and respond to the general company email account, phone system and voicemails.
 - Keep track of and ensure organisation of important files
 - Approve/carry out purchase of office supplies
 - Issue and keep track of keys
 - Ensure adequate function of all office equipment and schedule IT support as needed
2. Help ensure a friendly and functioning office space.

Human Resources

1. With the AD, hire, train and supervise new employees as needed.
2. With the AD, apply for wage subsidies (Canada Summer Jobs, Young Canada Works, and Emploi Québec) and fill in necessary paperwork and reports.
3. Create contracts for employees and contractors, including tour personnel (such as artists and designers affiliated with CAEA, APASQ), and ensure their timely payment.
4. Manage and respect the basic conditions of work as outlined by the *Normes du Travail* for all Employees, as well as specific requirements of relevant arts unions/associations.
5. Stay current with Canadian Theatre Agreement standards.
6. Ensure office staff have what they need to succeed in their position (such as email access, Repercussion guide and policies, etc); answer questions and provide support when needed.
7. Maintain all applicable HR documentation and distribute to employees (eg Respectful Workplace Policy, etc)

Shakespeare-in-the-Park

1. Build/maintain relations with Parks to book the summer shows beginning in the Fall/Winter.
2. Write up park contracts and ensure they are signed in the Spring.
3. Oversee the Welcome tent team, including overseeing purchase of stock, using Square point of sale equipment, tracking sales and restocking items as needed, etc..
4. Ensure on-site sales and donations are properly collected and accounted for
5. Oversee and update the online store as needed, including for VIP package sales in the summer.

Development

1. With the AD, evaluate the company's financial needs with respect to current and projected

- activities, and determine potential sources of funding.
2. With the AD, craft multi-year and project applications to governmental funding bodies – CALQ, CALQ Touring, CAM, CAM en Tournée, and complete/submit their required reports.
 3. Keep track of deadlines for applications to foundations and corporations, and (with the AD) determine the best approach.
 4. Oversee the updating and maintaining DonorPerfect donor database and issuing tax receipts; take on these duties in the off-season.
 5. Ensure follow-up and proper acknowledgment of donors and sponsors
 6. Attend relevant events as a representative of the company.

Financial Management

1. Work with the AD to create the year's operating budget, and regularly monitor the budget to ensure the year's financial control.
2. Work with the bookkeeper to ensure proper bookkeeping is happening (monthly reconciliations, GST/QST reports, updating Quickbooks online, etc)
3. Act as second signing officer for all financial documents and transactions.
4. Keep insurance updated (board and general liability).
5. Pay bills and monitor receivables/payables (cheques and online payments), including credit card payments and other annual/monthly payments.
6. Make deposits as needed (up to daily during tour)
7. Oversee or Administer payroll (for 3-5 workers in the off-season and up to 45+ in the summer)
8. Download and mail tax receipts (T4/T4A/RL1, etc)
9. Monitor cash flow and alert the Board if the line of credit needs to be used.
10. Schedule and support the audit (August/September)

Board Relations

1. Schedule board meetings (approx. 6/year) and attend said meetings
2. Create administrative reports (including financial updates) for board meetings.
3. With the board Secretary, review and distribute meeting minutes.
4. Organise and participate in Finance Committee meetings, to provide the board with necessary financial information (reports, budget drafts, cashflow projections) which are created with the support of the bookkeeper.