

Aron Theatre Co-operative Inc.

Part Time General Manager Job Description

Position Title:	Part Time General Manager		
Program Name:		Wage/Salary range	TBD
Reports To:	Board of Directors	Location (Work Site):	Campbellford, ON

Key Responsibilities:

Key Accountability Area 1: Maintaining a Focus on the Co-op's Vision, Mission, Purpose and Values Estimated time: 2 to 4 hours (defined bi-annually by the board)	
Description	Objectives
a) Maintain a focus on the vision, mission, purpose and values of the co-operative.	<ol style="list-style-type: none"> 1. Work together with the board and other volunteers to maintain a focus on the vision, mission, purpose and values of the co-operative. 2. Encourage members to participate actively in organizing and successfully running artistic and cultural events. 3. Ensure the Co-operative operates with a triple bottom line, ensuring financial viability, community responsibility, and environmental stewardship.
b) Governance Support	<ol style="list-style-type: none"> 1. Be a resource to the board, keep the board informed with regular reports, and provide governance advice and support. 2. Attend regular board meetings to provide information, support and recommendations as required.
c) Co-op Membership	<ol style="list-style-type: none"> 1. Ensure that the Membership Platform is up-to-date and operating effectively, including MembershipWorks, MailChimp and the website (e-commerce). 2. Work with Board and committee(s) to implement a proactive membership growth and renewal process. 3. Engage members more actively to grow their sense of connection and belonging.
Key Accountability Area 2: Building the Aron Theatre Co-op Brand and Revenue Streams Estimated time: 5 to 8 hours/week (defined bi-annually by the board)	
a) Aron Brand	<ol style="list-style-type: none"> 1. Work closely with Marketing Committee and Board of Directors to develop and implement a marketing strategy and plan that protects and grows the Aron Theatre Co-op brand.

	<ol style="list-style-type: none"> 2. Ensure all external and in-theatre communications (print and electronic/social media) meet Aron branding and marketing policies. 3. Ensure that a consistent message is communicated to Members, Volunteers and the public.
b) Grow Revenue Streams	<ol style="list-style-type: none"> 1. Through the marketing strategy and budget, identify revenue streams that can be grown. 2. Work together with volunteers to develop capacity to build new sources of revenue.
c) Work with special events/program groups and transfer skills	<ol style="list-style-type: none"> 1. Support and encourage groups to develop one-off or series events that will generate revenue and at least break-even. 2. Work to meet special events' timelines and budgets. 3. Ensure that Aron Theatre Co-op branding and marketing policies are adhered to. 4. Educate committee members and/or external event organizers to use and understand the event economic model spread sheet, checklists and other templates.
d) Develop the Sponsorship and On-Screen Advertising Revenue Streams	<ul style="list-style-type: none"> • Grow promotional revenues, including sponsorships, contra deals, and On-Screen Advertising. • Ensure timely display of printed promotional materials. • Monitor and coordinate with contractors and volunteers to ensure online and on-screen promotions are accurate and current.
<p>Key Accountability Area 3: Financial Management and Reporting Estimated time: 1 to 2 hours/week (defined bi-annually by the board)</p>	
a) Finance Committee and bookkeeper	<ol style="list-style-type: none"> 1. Create an annual operating and capital budget together with the finance committee, operations manager and volunteers for approval by the board. 2. Oversee and work together with the contracted bookkeeper to ensure timely and accurate financial reports. 3. Review monthly financial statements and variance analysis. 4. Attend regular Finance Committee meetings. 5. Identify and discuss financial concerns and make recommendations.
b) Cash management, accounts payable & staffing costs	<ol style="list-style-type: none"> 1. Work with Operations Manager and bookkeeper to manage accounts payable and cash flow. Identify and discuss potential cash flow problems with the Executive.
<p>Key Accountability Area 4: Human Resources Management Estimated time: 5 to 8 hours/week (defined bi-annually by the board)</p>	

<p>a) Keep updated and follow written policies and procedures for HR management for employees and volunteers</p>	<ol style="list-style-type: none">1. Recruiting, interviewing, hiring (and firing) of staff and volunteers2. Managing staff and volunteers3. Training and coaching4. Conflict resolution5. Performance Appraisal6. Fair and equitable compensation practices
<p>b) Oversee Operations Manager</p>	<ol style="list-style-type: none">1. Responsible for the HR cycle of the Operations Manager, following the applicable labour laws and ethical practices.2. Implement and execute the coaching and performance appraisal system for the Operations Manager and other employees and volunteers (as appropriate) .3. Determine and recommend for approval by the board employee compensation based on the financial ability of the co-operative and fair and equitable compensation practices.

Key Accountability Area 5: Property Management

Estimated time: 1 to 2 hours/week (defined bi-annually by the board)

a) Maintenance	1. Ensure the physical assets of the co-operative, including the land, building and equipment are well maintained and refurbished or replaced as necessary for efficient and effective business operations, including the creation and funding of capital budgets.
b) Safety and risk management	1. Ensure there are appropriate safety procedures and equipment including dealing with potential emergencies. 2. Develop and implement appropriate pandemic protocols together with the board, staff and volunteers. 3. Manage and prevent potential risks and review and maintain adequate insurance coverage.
c) Facilities projects	1. Work with, convene, and/or facilitate project groups/committees of volunteers and/or contractors on facilities maintenance and improvement projects.

Requirements of the Position:

A. Education and Training

To be eligible for this position experience with Movie Theatre management, running a small business or management experience within the Co-Op sector in Canada. It is preferred to have a business management degree or certificate.

B. Related and Relevant Experience

Mandatory experience

- Operations, financial and human resources management

Preferred experience

- Past Movie Theatre Manager/small business/co-op management with 5 years' experience

C. Other

- Valid driver's license
- Automobile in good repair and insurance coverage as required by agency policy
- Satisfactory police records search and vulnerable sector screening
- Satisfactory references