

New Dance Horizons (NDH) is a Regina-based not-for-profit organization that since 1986 has presented internationally acclaimed dance shows, produced original works, and organized activities that engage both the dance community and the general public.

NDH plays a distinctive and integral role in developing and strengthening the dance community in Saskatchewan. In addition to performance presentation, NDH offers courses, workshops and lectures with guest artists and community events. Thanks to the bold artistic vision and community engagement of acclaimed Canadian artist and co-founder Robin Poitras, NDH has become nationally recognized as a champion of creative dance. NDH offers adventurous and ever-changing dance encounters for everyone.

Currently, we are in search of a full-time, permanent, **General Manager** to join our team!

Roles and Responsibilities:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Organize and schedule meetings and appointments
- Manage relationships with vendors and service providers ensuring that all items are invoiced and paid on time
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval and staff transfers
- Allocate tasks and assignments to subordinates and monitor their performance
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications
- Organize orientation and training of new staff members
- Prepare and discuss letters, agendas, meeting minutes and reports to board members.
- Assist in special event coordination including organization of key contact invitations.

Requirements:

- University degree preferred
- Minimum of five (5) years of experience with or within a not-for-profit.
- Advanced knowledge with Microsoft Suite (Major focus on Excel and Outlook)
- Attention to detail and accurate.
- Very strong organization skills.
- Professionalism.
- Able to multitask and work under pressure.
- QuickBooks or similar accounting systems.
- Must be a Canadian Resident.
- Have a proven track record of meeting budgets, understanding P&L statements, and cost controls.
- Ability to work a flexible schedule, including weekends and holidays.
- ERP systems knowledge (Asset)

WHY NEW DANCE HORIZONS?

At New Dance Horizons, health and wellness are paramount concepts for our organization. This is why we supply all our permanent employees with a medical, dental, life and disability program. Our benefits include:

- Health and dental coverage for our employees and their families
- Group Life Insurance, Short Term and Long Term Disability
- Free classes and Performances

You will be eligible for 14 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

If you are a passionate person looking for a challenging opportunity and rewarding career...look no further! We are always looking to add talented individuals to our team.

HOW TO APPLY:

Please include a cover letter with your resume and include the title Marketing and Community Relations Coordinator in the subject line of your email.

Email: careers@newdancehorizons.ca

Please note that only those selected for an interview will be contacted. The successful candidate must submit a satisfactory Criminal Record Check prior to employment. New Dance Horizons is committed to maintaining an inclusive culture and building a diverse workforce. We welcome applications from all qualified candidates.