

Position: Acting Managing Director, Part-time position**Campbell River Tidemark Theatre, 1220 Shoppers Row, Campbell River, BC, V9W 2C8**

Exciting leadership opportunity at the Tidemark Theatre in beautiful Campbell River, BC! The Tidemark Theatre Society seeks an Acting Managing Director who demonstrates strong leadership skills, a dynamic visionary with a passion for the performing arts and an understanding of the impact of art on the community. This position has the possibility of expanding with additional hours in the future.

About Us

The Tidemark Theatre is a municipally owned facility operated by the Tidemark Theatre Society, a not-for-profit and charitable organization. The mission of the Tidemark Theatre Society is to build and enrich our community by providing a variety of quality arts and cultural experiences. The Tidemark Theatre is a professional presenter of artistic works in multiple performing arts disciplines, including dance, theatre, music, and visual arts and it also serves as a roadhouse (or rental facility) for community and visiting professional presenters.

The Opportunity

As Acting Managing Director, you will report to the Board of Directors and be responsible for overseeing the organization's financial functions, Human Resources processes and city coordination requirements. This role ensures administrative operations run smoothly, supporting compliance and organizational objectives.

This position liaises regularly with the city on matters related to building operations, grants, and permits. It also provides support to HR, finance, and operational planning within the organization.

The MD supports the TTS BOD vision and mission and is responsible for managing and implementing the BODs strategic direction within the policy guidelines established by the board.

Qualifications

- Minimum 3 years of leadership or management experience in arts or non-profits
- Knowledge of Human Resources processes and financial management
- Experience working with a unionized staff
- Strong experience liaising with municipal or government bodies
- Understanding of building operations within non-profit settings
- Familiarity with grant processes and reporting requirements
- Criminal Record Check required

SALARY AND HOURS

Part-time schedule: 16-20 hours per week. Hours are flexible hours based on operational needs. On-site requirements to be determined. Some evening or weekend hours may be required.

Salary Range: \$34,000 to \$42,000

HOW TO APPLY

Please send your resume and cover letter to president@tidemarktheatre.com with “Candidate: Acting Managing Director Position” in the subject line by August 21, 2025 11:59 PST.