

## CARLETON UNIVERSITY POSITION DESCRIPTION

Position No.: 297985

Position Title: Director, DC Centre

Title of Immediate Supervisor: Dean, Faculty of Arts and Social Science (FASS)

Department: Faculty of Arts and Social Science

Approved by: \_\_\_\_\_  
(Incumbent/Date) (Manager/Date)

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### GENERAL ACCOUNTABILITY:

Under the general direction of the Dean, Faculty of Arts and Social Services, the Director is responsible for the efficient and viable operation of the Centre. This position involves coordination between university groups and community organizations and an active community relations role. The incumbent is the face of the Centre with the community and must balance academic requirements with community demands. There is a strong service aspect to the function, supporting building occupants and users of performance venues. As part of Carleton's Ancillary Operations, key success metrics include ongoing financial sustainability, occupancy and facilities utilization, and community engagement.

### DIMENSIONS:

Number Supervised	Full-time staff 2 - 3 Direct reports 2 - 3 Casuals (Students) TBD
Budget Responsibilities	Operating Budget - 1 Million

### ORGANIZATIONAL STRUCTURE

This position reports to the Dean of FASS is a member of the Dean's Office, which consists of:

- Undergraduate Affairs
- Research and Graduate Studies
- Communications and Development
- Finance and Administration
- Computing and IT

This position oversees the work of support staff, customer service agents, and various contracted casual positions to provide operational and technical support to the Centre. The incumbent also works closely with University academic and administrative departments, and external community organizations.

## **NATURE AND SCOPE**

The Carleton Dominion Chalmers Centre (CDCC) is one of Ottawa's finest concert and performance facility. It is valued for its central location in downtown Ottawa, its heritage, cachet, beauty, and its outstanding acoustics, which are second only to the National Arts Centre (NAC) in the view of acousticians, performers, stakeholders and concertgoers.

The Centre will serve as a performance, arts and learning space, offering a venue for a wide range of artistic endeavours as well as academic programming and events primarily related to units within the Faculty of Arts and Social Sciences. The Carleton DC Centre will host Carleton's music department's regular and numerous concerts, lecture-recitals, masterclasses, showcase events, conferences and graduation recitals. It will provide a new home for the *Carleton Sound* recording label and classroom space for a variety of teaching and learning activities. The Centre will also become also home to community organizations such as the Dominion Chalmers Church, the Ottawa Symphony Orchestra, and Chamberfest, which will serve as the Centre's anchor partners. The Carleton DC Centre will benefit students through lectures, seminars and experiential learning opportunities and provide community artistic organizations access to a superior performance venue.

## **SPECIFIC ACCOUNTABILITIES**

- Oversees the activities of the CDCC including promotion and development of the Centre with internal and external clients; monitors local arts organizations for collaborative opportunities; and provides strategic, organizational, technical and artistic advice as needed
- Plans, directs, coordinates, and reviews the work plan and scheduling for CDCC events, services and activities; determines and manages scheduling priorities, assigns work activities and projects; reviews and evaluates work products, methods, and procedures
- Manages financial affairs and revenue development for the Centre, including overseeing cash flow, revenues, expenditures, and evaluating financial results through tracking of revenues and expenditures
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the Centre in line with university standards
- Coordinates building operations, maintenance, capital projects, and tenant requests with the Facilities Management Planning (FMP) group

- Identifies and implements opportunities for improving service delivery; resource needs; and communication to staff
- Represents the CDCC with local arts councils, the community, service groups, and a variety of outside organizations and agencies; coordinates assigned activities with outside agencies and organizations
- Liaises with the Centre's Advisory Committee and other university committees, as required

***NOTE: Under the Occupational Health and Safety Act, the incumbent is required to be familiar with the Act and the regulations that apply to the work being performed in the work unit. The incumbent is also charged with ensuring that employees in the unit are made aware of their rights and obligations under the Act.***

### **QUALIFICATIONS AND EXPERIENCE**

- University degree in Business, Arts or similar field of study from a recognized academic institution
- At least 5 years of experience managing arts facilities or large-scale events
- Demonstrated experience in managing multiple stakeholders' demands in a constrained environment
- Experience managing staff and budgets
- Demonstrated leadership in community engagement

### **KNOWLEDGE AND SKILLS**

- Strong working knowledge of the professional performing arts, including event planning and execution
- Superior communication skills and ability to address scheduling demands from internal and external clients
- Knowledge of university systems, policies, and academic culture
- Knowledge of human resources legislation in the management of staff, students, and contractors
- Experience with scheduling and financial systems and data management required to enable the smooth running of the centre
- Familiarity with marketing and public relations practices would be an asset
- Basic accounting knowledge and ability to oversee handling of financial transactions