FACTORY THEATRE

Executive Director Search – 2026/27

Factory Theatre is seeking a motivated, inspiring and detail-oriented senior arts leader to join the organization's executive team alongside newly-appointed Artistic Director Kevin Matthew Wong. **This is a pivotal time of transformation for Factory Theatre and is a chance to be part of the historic company's next chapter.**

Factory Theatre, Canada's first theatre to produce exclusively Canadian plays, is undergoing a visionary transformation to become Toronto's small-scale international performing arts centre. Canadian theatre will remain Factory's cornerstone as it adds music, dance, theatre-for-young-audiences and other multidisciplinary productions to its repertoire. The Executive Director and Artistic Director will jointly lead Factory's next phase of growth through strategic planning, revenue diversification, audience expansion, and organizational development and facility renewal, building on the company's 56-year legacy while positioning it for long-term sustainability and impact.

SUMMARY

Title:	Executive Director
Term:	Full-Time, Permanent (44 hours per week)
Salary:	$90k CAD per annum
Reports To:	Board of Directors
Executive Co-Lead:	Artistic Director

Direct Reports: Production Manager, Manager of Philanthropy & Partnerships, Marketing & Communications Manager (or external marketing lead), Patron Services Manager and Front of House Staff, Bookkeeper

Joint Reports (with Artistic Director): Artistic Producer, Marketing & Communications Manager (or external marketing lead)

ROLE DESCRIPTION

Executive Summary

The Executive Director leads Factory Theatre's administrative, facility, and financial responsibilities, including:

(i) overseeing the theatre's operational, financial, fundraising, marketing, patron services, facilities, and producing functions (as inspired by artistic vision of the company and corresponding season programming);

(ii) directly supervising revenue-generating departments including development, partnerships, fundraising, marketing, communications, audience development and patron services;

(iii) working in close collaboration with the Artistic Director on organizational growth, audience engagement and earned and contributed revenue strategies; and

(iv) with the Artistic Director, jointly overseeing the Artistic Producer, which role is responsible for show-specific budgets, planning and day-to-day producing activities.

Detailed Role Description

The core responsibilities of Factory Theatre's Executive Director are as follows:

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GENERAL

- Collaborate with the Artistic Director and Board of Directors to develop, implement and evaluate a multi-year strategic plan to transform Factory Theatre into a multidisciplinary and internationally-connected performing arts centre.
- Co-lead organizational planning processes, including translating strategic priorities into annual operating plans, capital initiatives, revenue goals and measurable organizational outcomes.
- Lead the development, implementation and monitoring of Factory Theatre's annual business plan, including financial, operational, audience growth, fundraising and strategic objectives.

FINANCIAL

- Lead the preparation and ongoing monitoring of the theatre's seasonal operational budgets incorporating production budgets developed by the Artistic Producer, for review and approval by the Board of Directors.
- Review the artistic, production, presentation and project budgets prepared by the Artistic Producer to ensure proposed production budgets align with the theatre's overall financial resources, strategic objectives and long-term sustainability.
- Monitor financial performance against Board-approved budgets, identify significant variances and provide timely financial reporting and recommendations to the Board of Directors.
- Complete financial information for arts council applications and other similar requests.
- Negotiate mortgages and lines of credit with financial institutions.
- Oversee the organization's financial management, including cash flow forecasting, financial reporting, internal controls and the identification and management of financial risks.
- Supervise bookkeeping services.
- Act as executive liaison to auditor, including identifying issues, presenting financial information, and overseeing field work during audit.
- Manage the theatre's financial investments, GICs, bonds, etc.
- Develop and implement financial strategies to keep the theatre in sound financial health, including by operationalizing growth strategies approved by the Board of Directors.

CONTRACTING

- Understand union/association agreements (Canadian Actors' Equity Association, Playwrights' Guild of Canada, Associated Designers of Canada, Musicians' Association, International Alliance of Theatrical Stage Employees), union issues and relevant labour legislation.
- Complete union agreements, as required, including negotiating any required changes with the union, PACT or artist's agent, as applicable.
- Design, negotiate and supervise completion of production, co-production and presentation agreements, union and non-union contractor agreements, and rental agreements.
- Negotiate contracts with staff and employees.
- Maintain awareness of, and be responsible for complying with, applicable employment legislation and related issues.
- Develop, manage and monitor the organization's staff benefits program.
- Act as the organization's principal point of contact with financial institutions and external legal advisors on all matters arising from the operation of Factory Theatre.

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FACILITIES AND INFRASTRUCTURE

- Ensure the safe and proper operation of Factory Theatre's facilities, including by overseeing regular maintenance and renovation activities.
- Maintain healthy, safe and inviting theatre and public spaces that are conducive to the creation of new theatre and performance works.
- Create and implement short-term and long-term facilities management plans in collaboration with the Artistic Director, Production Manager and Patron Services Manager.

HUMAN RESOURCES

- Recruit and supervise all Factory Theatre staff.
- Support staff retention.
- Determine and implement an appropriate organizational structure and create job descriptions for all staff roles.
- Foster an environment of teamwork and performance excellence, including by providing regular, ongoing verbal feedback to staff members.
- Lead annual performance review discussions and provide a written annual performance summary to all staff.

ADMINISTRATION

- Act as executive liaison to (i) relevant government agencies, including arts councils, and (ii) applicable service organizations (Creative Trust Working Capital for the Arts program, Council for Business and Arts, Professional Association of Canadian Theatres, Theatre Ontario, Toronto Alliance for the Performing Arts).
- Create and implement effective office systems (including procedures and equipment).

GRANTS AND FUNDRAISING

- Create and complete annual operating grant submissions, including budgets and final reports.
- Create and complete project-based and/or one-time grants for strategic initiatives.
- Collaborate with the Artistic Director to develop potential new funding sources.
- Collaborate with the Artistic Director and Development and Partnerships Manager to establish and support annual fundraising targets and strategies.

MARKETING AND COMMUNICATIONS

- With the Artistic Director, lead and oversee Factory Theatre's marketing, communications, audience development, sales, and customer engagement activities.
- Supervise marketing and communications staff, consultants, contractors, and external agencies.
- Develop, monitor, and evaluate annual marketing and audience growth plans and ensure budgets are aligned with organizational revenue objectives and strategic priorities.
- Collaborate with the Artistic Director and Artistic Producer to ensure that artistic programming, organizational priorities, and public-facing communications are aligned and effectively communicated to audiences, partners, funders, and stakeholders.

BOARD OF DIRECTORS

- Act as liaison to Factory Theatre's Board of Directors with respect to the organization's business operations and production matters.
- With the Artistic Director, develop new fundraising strategies for review and approval by the Board.

- Act as executive liaison to relevant Board committees, including recruitment, marketing and communications, HR, finance.

CAPITAL MANAGEMENT AND DEVELOPMENT

- With the Artistic Director and Board of Directors, create, plan, and execute short and long-term projects for the upkeep, use, and improvement of Factory's facility.

OTHER

- Such other responsibilities as Factory Theatre's Board of Directors may from time to time determine.

QUALIFICATIONS

Factory Theatre is seeking a collaborative, creative, and strategic-thinking individual with a track record of production and administrative success and a strong leadership vision for the future of Factory Theatre. Our ideal candidate will also have the following characteristics and experience:

- Entrepreneurial and visionary mindset.
- Strong administrative, budgeting, and project management skills.
- Working knowledge of the local and national theatre ecology.
- Proven track record in overseeing financial management, fundraising and facility or capital projects
- Demonstrated ability to thrive in environments where the path forward is not yet fully defined and is excited to help wayfind.
- Energized by the opportunity to shape the future of Canadian performing arts.
- Embraces Factory Theatre's heritage facility at Bathurst and Adelaide.
- Brings strategic vision and a willingness to engage deeply with stakeholders and staff.
- Excellent organizational, interpersonal, managerial and verbal/written communication skills.
- Touring and international production experience would be an asset.

ADDITIONAL INFORMATION AND BENEFITS

Eligible for participation in group health benefits plan.

New Factory employees start with 15 days of paid vacation, 5 days of paid personal leave, and 10 days of unpaid leave. Flexible schedule as well as some evening and weekend work is required. Access to a shared employee fund for professional development, including travel and event/performance tickets where appropriate. Eligible for hybrid office hours as only some tasks require in-person presence at office/theatre. Factory operates on Windows, MS Office / Outlook, Discord, Sage Accounting, and Airtable.

HOW TO APPLY:

Please email **searchcommittee@factorytheatre.ca** with a single pdf attachment with cover letter, CV, and contact information for 2 references by **November 27, 2026 at 5:00 pm EST.** Early applications welcome.
Only selected applicants will be contacted by the Factory Theatre search committee.