



MANITOBA
CENTENNIAL CENTRE
CORPORATION



Director of Finance & Administration

The Manitoba Centennial Centre Corporation (MCCC) is a provincial Crown Corporation operating under The Manitoba Centennial Centre Corporation Act. The Corporation's mandate includes the administration of the Centennial Centre with a focus on the Centennial Concert Hall and Manitoba Production Centre as well as several other buildings and parking facilities. The corporation has been profitable over the last decade, working with a variety of revenue streams including government grants, event sales, facility rentals and parking with a total an annual budget of \$10.0M. www.mbccc.ca

The Centennial Centre is comprised of The Manitoba Museum and Planetarium, the Royal Manitoba Theatre Centre, the Warehouse Theatre, and the Centennial Concert Hall. The corporation directly manages the operation of the Manitoba Production Centre and the Centennial Concert Hall and has proprietor responsibility for Artspace, located in Winnipeg's historic Exchange District. The Centennial Concert Hall is Manitoba's premier performing arts facility with soft seating for 2305 people. It is the performing home of the Winnipeg Symphony Orchestra, the Manitoba Opera and the Royal Winnipeg Ballet. In addition to our resident companies, the Centennial Concert Hall presents a wide variety of local events, global artists, dance companies and touring Broadway productions. The Manitoba Production Centre is the province's only purpose-built studio supporting the Film and Television industry.

The Opportunity:

Due to an upcoming retirement, MCCC is in search of an interpersonal leader to support the vibrant arts, cultural, and heritage community in Manitoba. The Director of Finance and Administration is a senior management position reporting to the Chief Executive Officer and a member of the Senior Management Team. The position is responsible for planning and oversight of administrative services with an emphasis on financial operations. The successful incumbent will assist in setting corporate priorities, developing the annual budget, implementing the strategic and operational plans and managing administrative personnel.

Key Responsibilities:

- Accomplish organizational and operational objectives by reporting financial information, providing analysis and making strategic planning recommendations;
- Establish functional objectives in line with organizational objectives;
- Provide leadership to the Finance and Administration department by recruiting, selecting, orienting, training and coaching employees, and communicating job expectations;
- Plan, monitor, appraise and review job contributions, and develop/apply departmental policies and procedures;
- Provide financial stewardship by researching, developing, writing and updating financial policies and procedures;
- Develops organizational prospects by studying economic trends and revenue opportunities, and projecting acquisition and expansion projects;
- Identify opportunities for improvement, as well as systems for enhancement;
- Ensure efficient Human Resources policies and procedures are in place;
- Oversee the Department of Security and Parking Services;
- Oversee the Information Technology function by ensuring that MCCC has sufficient and appropriate hardware, software and systems in place to meet present and future requirements; and
- Other responsibilities as required.

Selection Criteria:

- CPA and/or post-secondary education in business or finance, coupled with a professional accounting designation;
- +7 years progressive financial management experience, preferably in the venue management industry;
- Experience in the fields of human resources and IT solutions;
- Strong technical skills in finance and management reporting;
- Proven strategic planning and change management abilities, and strong business acumen;
- Ability to develop effective working relationships with external and internal stakeholders;
- Strong team-building skills and ability to work effectively with a wide variety of personnel; and
- Working knowledge of computer systems, including Microsoft Office, Event Pro and Adagio, among others.

For more information or to apply in confidence for this exciting opportunity, contact Jayelle Morris at 204-926-3008 or jayelle@harrisleadership.com. Please send a resume and cover letter quoting project #18114.

VF CAREER
MANAGEMENT

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