



Managing Director

Porte Parole Productions

Porte Parole is a non-profit organization that creates and produces documentary theatre addressing contemporary Canadian realities—productions that invite a broad audience to engage in critical reflection on current social issues.

Mission – Position Summary

The Managing Director is primarily responsible for leading, representing, and coordinating the activities of Porte Parole. In collaboration with the Board of Directors, the Artistic Director, and the team, they contribute to the development, implementation, and realization of the strategic plan, as well as short-, medium-, and long-term organizational strategies. They ensure the effective management of all operations while advising and supporting department heads in managing ongoing and developing projects. They must also anticipate and prepare the organization for future changes based on the directions they propose.

Responsibilities:

Strategic planning:

- In collaboration with the Board's Strategic planning Committee, the Artistic Director, and the team, determine the strategic plan objectives and ensure their follow-up;
- Define and lead operational activities while ensuring alignment with the strategic plan and achievement of organizational goals;
- Identify artistic, financial, and public partners to support the company's growth and help achieve its financial goals.

Operations:

- Identify performance issues and propose optimization measures to improve productivity and quality of operations and services;
- Manage team structure to meet the company's objectives;
- Ensure optimal operation of all departments;
- Ensure organizational operations meet the expectations of stakeholders, the Board of Directors, and funding agencies;
- Identify continuous improvement opportunities for operational activities;
- Ensure the development of clear, documented operational processes, and of the company's communication plan, and oversee their implementation;
- Ensure development of activities and adherence to timelines;
- Assist in the preparation of Board and committee meetings and attend said meetings;
- Participate in drafting contracts for employees, freelancers, agents, suppliers, and presenters.

**Finance and Philanthropy:**

- Supervise financial resources, ensuring adherence to the budget and implementation of efficient financial processes;
- Prepare a medium-term financial plan with the Artistic Director, Director of Production, and Director of Philanthropy;
- Participate in writing public grant applications (CAC, CALQ, CAM) and identify other potential sources of public funding;
- With the Director of Philanthropy, collaborate to identify and cultivate donors (individuals, foundations, corporations, and sponsors).

Human Resources:

- Inform and engage the Porte Parole team around strategic objectives, the action plan, and the implementation of policies promoting employee well-being;
- Supervise, manage performance, and provide coaching/mentorship to the team members reporting to this position, guiding them in their current roles and supporting their development;
- Ensure strong leadership for the team;
- Manage hiring of permanent and contractual staff;
- Contribute to developing effective HR policies.

Other:

- Ensure confidentiality of all information related to the position;
- Carry out any other tasks related to leadership and management responsibilities at Porte Parole.

Required Qualifications:

- Graduate Diploma in Management – Cultural Organizations;
- Bachelor's degree in Management and Administration;
- 6 to 8 years of experience;
- Excellent knowledge of MS Office Suite, Asana, and comfort with CRMs (Customer Relationship Management tools);
- Fluent in both French and English – high-level bilingualism.

To Apply:

Send your résumé and a cover letter to jobs@porteparole.org by **June 30, 2025, at 5:00 p.m.** Only selected candidates will be contacted.