



Business Manager

Dancers' Studio West ("DSW") is a non-profit society and a registered charity governed by an elected Board of Directors. Its mandate is to nurture artistic growth and public appreciation of contemporary dance through innovative presentations, professional development and educational programs. DSW is committed to the development of Calgary and Alberta contemporary dance artists of all levels and disciplines. Through programming that addresses the needs of dance artists, creators and audiences, DSW is instrumental in raising the contemporary dance community to a level of interconnection and productivity from which all will benefit. DSW's programming is designed to increase the quality and quantity of Alberta dance activity through the establishment of relationships within the Calgary and Alberta communities, and with key dance centres beyond Alberta, in the regional and national community. On the strength of the productivity of DSW programs, we aim to increase our funding base and work towards the expansion of our present capacity to serve contemporary dance. In all its activities, DSW presents a consistent public image defined by artistic integrity. All DSW endeavours are infused with a confidence in the paramount cultural value of the creative arts.

Posting date: April 23, 2010

Position: BUSINESS MANAGER

Start date: May 25, 2010

Duties and Responsibilities

Reporting to the Board of Directors, the **Business Manager** will be primarily responsible for day-to-day office and administration functions.

The Business Manager will work in close conjunction with the Artistic Director and Artistic Associate to ensure the smooth operation of all aspects of DSW, with an emphasis on providing efficient administrative support.

In addition to the day-to-day duties, responsibilities include, but are not limited to, the following:

- Maintaining financial records (A/P, A/R, financial statements);
- Budgeting for DSW's current and upcoming seasons;
- Writing grants with the Artistic Director (financial components);
- Preparing reports for grant providers, gaming support and Board of Directors;
- Managing the facilities;
- Managing rental agreements;
- Running the front of house during presentations (box office, concession, etc.); and
- Coordinating volunteers for bingos and casinos.

Experience and Qualifications

- Task-oriented with excellent time management skills;
- Excellent work ethic and strong communication skills, with a positive, easy-going attitude;
- Strong skills in Microsoft Outlook, Word and Excel;
- Knowledge of Simply Accounting an asset;
- Production experience an asset; and
- Non-profit experience an asset.

Please forward your resume by email before May 3, 2010 to the President of DSW's Board of Directors at DSW_jobopportunities@hotmail.com. No phone calls please.

For more information on DSW, please visit www.dswlive.ca.