



is seeking a new

General Manager

Help Lead One of Ottawa's Most Innovative Theatre Companies Into Its Fourth Decade

About Odyssey Theatre

Odyssey Theatre is Ottawa's award-winning outdoor professional theatre company, known for bold, imaginative productions that blend classical and contemporary storytelling. Our work integrates mask, Commedia dell'Arte, movement, puppetry, music, and international masked theatre traditions to explore universal themes and modern issues through myth, folklore, and satire.

Our programming includes:

- *Theatre Under the Stars*: Outdoor performances in a heritage park along the Rideau River
- A new play creation program focused on mask and movement
- Training for professionals and youth
- Digital theatre, including *The Other Path* podcast
- Community engagement initiatives with underserved groups

As we enter our fourth decade, we are pursuing exciting plans for growth, including an international collaboration, a *Digital World of Masks* online resource centre, and facility development.

About The Opportunity

We are seeking a strategic, results-oriented **General Manager** to join our leadership team. Reporting to the Board of Directors and working in close collaboration with the Artistic Director, the General Manager will play a key role in the organization's sustainability and growth.

Key Responsibilities

- Develop and execute fundraising strategies, including grants, sponsorships, and donor campaigns
- Lead marketing and communications initiatives to grow audiences and visibility
- Oversee financial and administrative operations, including budgeting and reporting
- Manage seasonal productions and operations, including artist contracts and operational staffing
- Support board governance and organizational planning

Qualifications

- Demonstrated leadership and management experience, preferably in the arts or non-profit sector
- Proven fundraising and grant-writing success
- Strong written communication and organizational skills
- Ability to work independently, prioritize effectively, and take initiative
- Collaborative mindset with excellent interpersonal skills
- Experience in arts administration is an asset
- Flexibility to work evenings and weekends as required.

Position Details

- Full-time role
- Salary: \$70,000 commensurate with experience
- Location: Odyssey is located in Arts Court, a downtown municipal heritage arts centre. Odyssey operates on the traditional, unceded Territory of the Anishinaabe Algonquin Nation.

Equity and Inclusion

Odyssey Theatre is committed to fostering a respectful, inclusive workplace. We are seeking candidates who share our commitment to diversity and can bring a range of perspectives, experiences, and backgrounds to our organization. We welcome applications from individuals of all races, ethnicities, nationalities, genders, sexual orientations, ages, abilities, and religions. Requests for accommodation can be made at any stage of the recruitment process.

How to Apply

Email the following to info@odysseytheatre.ca by **December 5, 2025** (applications will be reviewed on a rolling basis):

- Resume
- Cover letter outlining your interest in the role and what you would bring to Odyssey Theatre
- Up to 5 pages of relevant writing samples

Applications will be treated in confidence. Only candidates selected for an interview will be contacted.

Learn more about Odyssey Theatre at www.odysseytheatre.ca.