



General Manager

Margie Gillis Dance Foundation (MGDF)

About the Margie Gillis Dance Foundation

Founded by choreographer Margie Gillis, the Margie Gillis Dance Foundation supports the creation, transmission, and promotion of the works and philosophy of its founder and the members of the Legacy Project, in Quebec and internationally. Through its creation and presentation activities, as well as its residency programs, the Foundation actively contributes to the vitality of the arts and the recognition of Canada's choreographic heritage.

Position Overview

The MGDF is seeking a General Manager to work 28-30 hours per week and provide strategic and organizational leadership for the Foundation.

Working closely with the Artistic Director, Board of Directors, and team, the General Manager oversees the organization's operations and development, financial health, revenue and market development, and the implementation of its strategic priorities.

You won't be doing it alone

The General Manager joins a small, dedicated team with expertise in finance and administration, coordination, communications, and artistic production, and can count on the support of an experienced Board of Directors.

And, of course, there's Margie. After more than five decades as a professional dance artist and over 40 years leading her own company, Artistic Director Margie Gillis remains deeply involved in the work and life of the Foundation. The General Manager works closely with her, bringing organizational leadership and structure to an artistic vision backed by remarkable experience and creative energy.

We're looking for someone who enjoys connecting the dots and keeping an eye on the big picture, while also being comfortable rolling up their sleeves and getting into the



details when needed. Someone who can move projects forward, build relationships, make thoughtful decisions, and draw on the strengths of the people around them.

KEY RESPONSIBILITIES

Strategic and Organizational Leadership

- Lead the implementation of the Foundation's strategic direction and translate it into priorities and action plans with the team.
- Identify challenges, risks, and opportunities for development, and adapt organizational structures, processes, and tools accordingly.
- Lead major projects and special initiatives.

Production and Project Management

- Maintain an overview of the Foundation's activities and work with the relevant team members to plan and coordinate performances, tours, residencies, events, and other projects.
- Ensure the financial and operational feasibility of projects and step in when decisions or General Manager-level oversight are required.
- Contribute directly to production and logistics when needed, in collaboration with team members.

Touring, Visibility, and Market Development

- Lead and manage the touring and market development strategy for the Foundation's performances in Quebec, across Canada, and internationally.
- Develop and maintain relationships with presenters, festivals, networks, and partners; actively pursue new touring opportunities; negotiate with presenters; and participate in key professional markets.
- Work with the Artistic Director and Communications Manager to shape the Foundation's communications, marketing, visibility, and audience development strategies.

Governance and Finance

- Support the Board of Directors in fulfilling its responsibilities, prepare and facilitate meetings, and ensure follow-up on decisions.



- Oversee the organization's financial management, including reviewing and approving budgets, monitoring financial results, and making necessary resource allocation decisions.
- Ensure compliance with the Foundation's administrative, contractual, and reporting obligations.

Team Management

- Supervise and support the team, ensuring clear roles, responsibilities, and priorities.
- Plan human resource needs and participate in the recruitment, onboarding, and development of team members.
- Foster a collaborative and accountable workplace culture aligned with the Foundation's values.

Funding and Partnerships

- Lead the Foundation's public and private funding strategy; oversee and contribute to funding applications and reporting as needed.
- Develop philanthropic initiatives and build lasting relationships with funders, donors, partners, and institutions.
- Identify new revenue streams and partnership opportunities that contribute to the organization's long-term sustainability.

QUALIFICATIONS

- Significant management and production experience, ideally within a cultural organization or the performing arts.
- Collaborative leadership style, sound judgment, and a high degree of autonomy.
- Ability to see the big picture, establish priorities, and navigate multiple projects and stakeholders with ease.
- Excellent interpersonal skills and the ability to build lasting relationships with a wide range of partners.
- Excellent written and verbal communication skills in both French and English.
- Knowledge of public funding programs and the contemporary dance sector in Quebec and Canada is an asset.

La Fondation de danse



Dance Foundation

Don't check every box? We still encourage you to apply. We recognize that great candidates bring different combinations of experience and skills, and we're interested in what you could bring to the role.

WORKING CONDITIONS

- Permanent employee at 28-30 hours per week
- Start date: early December 2026, allowing for a transition and training period with the current General Manager.
- Compensation: \$30-\$33/hour, depending on experience
- Hybrid work model: remote and in-person work in Montreal
- Occasional travel within Quebec, across Canada, and internationally
- Schedule may occasionally vary depending on performances, events, tours, and other activities. Hours worked beyond the regular schedule are compensated with time off in accordance with the Foundation's policy.
- 50\$/month towards your OPUS card or cell phone bill
- Laptop provided (Mac environment)
- Three weeks of paid vacation starting upon hire

HOW TO APPLY

Applications are reviewed on an ongoing basis. Please send your CV and cover letter to info@margiegillis.org with the subject line *Application - General Manager, MGDF* by October 22. Interviews will take place during the week of October 26.

The Margie Gillis Dance Foundation is committed to fostering an inclusive workplace and welcomes applications from people of all backgrounds, identities, and lived experiences.

We thank all applicants for their interest. Only those selected for an interview will be contacted.