



**EMPLOYMENT OPPORTUNITY - General Manager**  
**APPLICATION DEADLINE: NOON August 12th, 2016**

**CityStudio is seeking an experienced, adaptable and skilled General Manager to execute the daily operational needs of CityStudio in Vancouver.**

**POSITION:**

Full time, contract position, with standard 3 month probationary period. Renewable annually.

**LOCATION:**

CityStudio Vancouver @ 1800 Spyglass Place

**COMPENSATION:**

Salary is commensurate upon experience.

**INTERVIEW DATE**

September 1, 2016

**START DATE:**

September 15 , 2016

**ABOUT CITYSTUDIO:**

CityStudio is an experimentation and innovation hub for the City of Vancouver where City staff, experts and students from 6 universities and colleges co-create projects that support city programs. Since 2011, CityStudio has engaged over 3500 students, 113 faculty and 60 City of Vancouver staff, contributing 205 projects and over 100,000 hours of skills training and public sector innovation towards Vancouver's Greenest City, Engaged City and Healthy City Strategies. These projects offer unconventional solutions to improve our city.

In 2013, CityStudio was the first Canadian recipient of the Ashoka U-Cordes Innovation Award. The City of Vancouver received the 2013 CAMA Willis Award for Innovation for the CityStudio Program from the Canadian Association of Municipal Administrators. In 2013, CityStudio was recognized nationally as one of Tides Canada Top 10 for a groundbreaking initiative leading social change and innovation in Canada.

For more information about CityStudio: [www.citystudiovancouver.com](http://www.citystudiovancouver.com)

## **WHO WE ARE LOOKING FOR:**

- Self-set high standard in time management, organization and communication skills.
- Ability to confidently make recommendations and take direction.
- Ability to take initiative and work independently.
- Experience supervising staff and volunteers.
- Responsible, reliable and able to work in a dynamic and creative team environment.
- Energetic, confident and kind.
- Experience in project and/or program management with connections to urban issues and projects.
- Experience with community-based learning and collaborative research at the university level.
- Able to identify and create opportunities and build relationships for collaboration and tangible outcomes.
- Highly organized, detail oriented and self directed.
- Proven warm and open relationship builder.
- Seeker and supporter of new ideas.
- Experience working with and mentoring students
- Equal parts confident, curious and collaborative.
- Self-awareness is a practice.
- Lastly, and most importantly, moving into our 5th year of this start-up project, we look very forward to working with people who are adaptable, energetic and are willing and able to jump in to get things done as needed.

## **RESPONSIBILITIES:**

### **Financial Management**

- Manage financial information using Quickbooks and generate regular reports to inform the work of the team.
- Manage financial reporting, expense claims, fund management, and AP and AR.
- Prepare annual and three year budgets and financial projections.
- Manage the transition from current financial system to a fully independent NFP system, (i.e. develop and implement financial tracking and reporting systems, ensure accountabilities are in place, develop policy and practice around staff contracts, establish bank accounts and signing procedures, establish payroll practices, etc.)
- Invoicing and expenses management
  - ensure all contract invoices are in progress and up to date according to contract terms
  - create and manage all invoices for CityStudio
  - manage all A/P and A/R tracking and follow up for CityStudio invoices

### **Contract Administration and Human Resources**

- Execute all contracts required by CityStudio including:
  - employment agreements, Independent Contractor Agreements and Independent Services Agreements, Studio Rentals, etc.

- liaise with SFU admin team and comply with SFU contract requirements as required.

**Grant Administration**

- Research new funding opportunities, and determine potential eligibility of CityStudio
- Take the lead on grant management, including meeting all timelines, deadlines, reporting requirements, and managing successful funder relationships.

**Communications**

- Coordinate and execute regular updates to website.
- Organize and animate social media channels.
- Support production of annual report.
- Create and manage CRM.

**Community Hub**

- Organise and execute special CityStudio events (i.e. Doors Open Vancouver).
- Coordinate team to respond to visitor and tour requests.
- Coordinate and manage all security and access cards for students, staff, contractors and studio rentals as required.
- Coordinate and manage all studio rentals, including invoicing, security, forms and insurance requirements.
- Develop and implement a volunteer management system.
- Coordinate and manage all studio and kitchen inventory, supplies and equipment.
- Act as studio facilities liaison with COV and 311 Contact Centre including:
  - serving as the CityStudio rep on the building Health & Safety Committee
  - facilities improvements
  - security, parking and bike parking concerns
  - troubleshooting electrical, plumbing, internet, phone, heat, A/C

**Additional Duties**

- Support CityStudio team logistics including: booking space for meetings and events, scheduling, catering, space preparations, insurance coverage, agenda support, and other logistics.
- Manage workplan and weekly activities for workstudy students and other interns.
- Ensure IT needs of the team are met.
- Coordinate team and consolidate all evaluation and impact metrics across all programs.

**Other duties as assigned.**

**Knowledge, Skills & Abilities**

- Administration, accounting, grant management and bookkeeping experience
- Communications experience

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### **Supervision & Communications**

- The General Manager will report to the Co-Directors
- Communication and requests from the CityStudio Co-Directors will be given priority and responded to immediately.
- The General Manager is expected to participate fully in team meetings and events and follow all CityStudio staff protocols.

#### **APPLICATION DETAILS:**

This full-time contract position is approximately 40 hours per week. Please include your full name along with the job title "General Manager" in the subject heading of your email and submit your cover letter with salary expectations and CV to: [hr@citystudiovancover.com](mailto:hr@citystudiovancover.com)

#### **DEADLINE TO APPLY: NOON AUGUST 12th, 2016**

While we truly appreciate all applications, only those selected for interview will be contacted. Interviews may be conducted during the recruitment period. No phone calls please.