



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## PRODUCTION OPERATIONS MANAGER

<b>Job ID</b>	<b>21976-7960</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21976-7960">https://careers.indigenous.link/viewjob?jobname=21976-7960</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2018-08-20	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Department, Unit or Project Description: The Faculty of Humanities is dedicated to cultivating a teaching and research environment which reflects the highest standards of our disciplines, and to undertaking ventures in new areas of interdisciplinary inquiry and pedagogy. In the Arts, we continue to strive for a balance between the best traditions of Humanities education and the new forms of knowledge emerging within and at the intersections of disciplines. By learning from past and pressing issues facing our global world today, we promote advances in knowledge that make innovative, positive differences in the diverse lives of our students.

Job Summary: Management of LR Wilson Hall performing arts Facilities, Robinson Memorial Theatre, the Dr. Robert and Andree Rheaume Fitzhenry Studios, T13 Performance Lab, TSH B124 and TSH 118 and other related facilities within the School of the Arts;

Accountabilities: Operations: General management, production management and technical direction of performing arts venues. Support of the Academic goals of user departments related to production of art objects, live performance, filmic, televisual, photographic and sound studio practice. Primary contact for external use of facilities. Specifier and signatory for all contracts for rental of facilities and provision of services within. Liaise with other University Departments to ensure events are designed and serviced to meet the highest standards. Organize and collaborate with co-curricular student groups, faculty driven projects and conferences. Develop, implement and maintain policies and procedures, methodology, control and operations documentation and training materials, to ensure proper and effective operation of performing arts, classroom and studio facilities; Prepare overall budget recommendations, in consultation with faculty and staff, for presentation to the Dean. Overall responsibility for monitoring budget expenditures in the performing spaces and Fitzhenry Studio related to facilities and purchasing.

Personnel Management:• Management of unionized employees;• Ensuring that unit activities comply with prescribed safety requirements and all related policies;• Ensuring that all work is performed to University standards and policies;• Trains, mentors and advises student support staff• Advises current students and student organizations.• Encourages a collaborative environment between students, faculty and staff in curricular, co-curricular, and professional settings.

Qualifications: Education: Master's Degree in related field

Experience: 10 years + in industry

Knowledge/Skills: Demonstrated ability to manage multiple projects/activities,

- Experience working independently with minimal supervision. Ability to multitask and maintain focus in a fast paced environment with many interruptions
- Ability to work with highly motivated faculty and students who take an independent and experimental approach towards their discipline. Ability to develop and maintain effective working relationships Proven technical expertise to manage and operate a complex art venues Experience of the negotiation of contracts Excellent verbal and written communications skills Experience in managing budgets Experience with community outreach and program development

Leadership Effectiveness: McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these Leadership Capabilities by: Taking a

Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the “Dish with One Spoon” wampum agreement. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Metis and Inuit peoples, members of visible minorities, and LGBTQ+ persons. Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247) or the Faculty of Health Sciences Human Resources office at ext. 22207 to communicate accommodation needs.

For more information, visit McMaster University for PRODUCTION OPERATIONS MANAGER