



PRP

VANCOUVER
101 - 408 East Kent Avenue South
Vancouver, BC V5X 2X7
T (604) 248 4190

TORONTO
300 - 500 King Street West
Toronto, ON M5V 1L9
T (647) 248 3525

prpconnect.com

POSITION	Manager, Finance & Administration
STATUS	Employee
TERM	Start June 17, 2019
LOCATION	Vancouver, BC
REPORTS TO	Managing Director

COMPANY PROFILE

Patrick Roberge Productions Inc. (PRP) is a global creative entertainment agency that produces live experiences and shows. We are a leader in creating a world that is entertained through shared experiences. We imagine beyond the possible, have fun in the process and we do it great. With a shared set of values and a commitment to excellence, every member of the PRP team is dedicated to working with our clients to deliver events that wow the public and inspire audiences and participants.

POSITION DESCRIPTION

The Manager, Finance & Administration reports to the Managing Director and is responsible for managing and enhancing the internal organizational processes and infrastructure that will allow PRP to grow and fulfill its mission. This is a role that calls for someone who is self-motivated, dynamic and highly organized who will effectively work with internal and external stakeholders and develop the most efficient ways to run the business administration. The ideal candidate is a great communicator with a strong attention to detail and always has fun in the process.

RESPONSIBILITIES

- Authentically represent PRP's vision, mission and values.
- Liaise with Managing Director regarding business administrative activities and strategic financial goals.
- Evaluate overall financial performance by gathering, analyzing and interpreting data and metrics.
- Manage the day-to-day running of business administration to ensure smooth progress.
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements.
- Ensure appropriate financial, legal, insurance, human resources and technology structures to support projects.
- Finance:
 - With Managing Director, review financial information and adjust operational budgets to promote profitability.
 - Ensure that the organizational accounting system provides quick access to financial information and enables strategic budgeting.
 - Manage financial transactions, including accounts payable and accounts receivable, with external clients, partners, vendors and performers.
- Legal:



VANCOUVER
101 - 408 East Kent Avenue South
Vancouver, BC V5X 2X7
T (604) 248 4190

TORONTO
300 - 500 King Street West
Toronto, ON M5V 1L9
T (647) 248 3525

prpconnect.com

- Ensure that the company runs with legality and conformity to established regulations.
- Manage agreements with external clients, partners, vendors and performers.
- Facilitate work permits and visas for staff, cast and crew.
- Governance:
 - Revise and/or formulate policies and promote their implementation.
- Insurance:
 - Ensure appropriate business insurance: procurement, monitoring and management.
- Human Resources:
 - Assist in the management of the HR Process: planning, recruitment, and onboarding.
 - Benefits administration and oversight.
- Technology:
 - Ensure the ongoing maintenance and updating of information systems, hardware and infrastructure.
 - Implement effective information management procedures.
- Other duties as required.

QUALIFICATIONS

- Possess personal values alignment with PRP.
- 5+ years of related work experience in finance, operations or administration.
- Experience in entertainment industry, theatre or events an asset (but not essential)
- Excellent organizational, leadership and people skills.
- Entrepreneurial spirit and drive - professionalism, high energy, patience, hard work and a “can do” attitude.
- Demonstrated ability to be a team player and establish and maintain positive working relationships, both internally and externally, with staff, clients, performers and volunteers.
- Ability to maintain strict confidentiality and to exercise diplomacy and discretion.
- Attention to detail is essential.
- Familiarity with MS Office, QBO and various business software.

TO APPLY

At PRP, we are committed to diversity and equitable access to employment opportunities based on ability.

Interested applicants please send a cover letter and résumé directly to theteam@prpconnect.com with “Lastname – Manager Finance & Administration” in the subject line.

The application closing date is **June 2, 2019**. We thank all applicants, but only those selected for an interview will be contacted.