

About The Theatre Centre

Established in 1979, The Theatre Centre is one of Canada's leading incubators and presenters of contemporary live performance. Located in the vibrant West Queen West neighbourhood, we provide artists from a range of disciplines with the space, funding, mentorship, profile, and community they need to develop new work and new ways of working.

In 2014, The Theatre Centre completed a \$6.2 million transformation of an iconic heritage building into a live arts hub and incubator, and a permanent home for the company, and is about to embark on its most ambitious 6 months of programming to date.

We are currently seeking a Manager of Artist & Community Activation to play an integral role in the success of our rapidly growing organization. Reporting directly to the General Manager and working closely with General & Artistic Director, this role is responsible for the overall communications and outreach strategy for the organization.

This is a full time, salaried position with a salary range from \$35,000 to \$38,000.

Responsibilities

- Work closely with our artists to strategize creative methods of connecting new works with new audiences;
- Create and lead individual outreach plans, including ancillary activities, related community events, talks and enhanced programming;
- Articulate the unique qualities of each piece of programming and related events to various stakeholders & third parties to develop and implement a cohesive narrative around each project and The Theatre Centre as a whole;
- Participate in long range strategizing for the Social Discourse Incubator that may include the creation of community-based pilot projects in schools, institutions, charitable organizations, etc. within priority partnerships;
- Play a key role in the continuous activation of The Theatre Centre's spaces, working with staff, guest curators, BevLab and the Board of Directors;
- Work collaboratively to promote the company's productions and messaging to audiences, communities, and donors;
- Develop & manage communications strategies involving media in all its forms.

Requirements

- Minimum 3 years experience in a community, education, and/or arts outreach capacity;
- An understanding of – and a passion for – the artistic work of The Theatre Centre, and its role in the live performance ecology;
- A “can do” attitude and a willingness to go above and beyond when necessary;
- Ability to learn quickly, think on your feet, and adapt easily to new environments;
- Strong written and verbal communication skills
- Knowledge of the not-for-profit arts sector

How To Apply:

Please submit a [pdf](#) of your cover letter and resume by email to: jobs@theatrecentre.org by **5pm, Tuesday, August 19, 2014**. When creating the pdf, be sure to make your name the file name, SurnameFirstname.pdf. We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted.

No telephone or walk in inquiries will be accepted. All applications are considered confidential. The Theatre Centre is an equal opportunity employer.
