

Work With Us

The Theatre Centre is currently seeking a full-time permanent **Producer**! This role will ideally begin in November, with flexibility around the start date.

The Producer will be responsible for administration for workshops, productions, festivals, new works in development, and international touring. This role reports to the Artistic Director and works closely with the Associate Artistic Director, Managing Director, Associate Producer, and wider Theatre Centre team. Currently the team is primarily working on-site, with some flexibility to work remotely when needed.

The successful candidate is an organized, independent thinker who works well in a team and can successfully manage multiple projects of varying size and stages of development. The Producer must have experience in creating and managing budgets, and being responsible for spending across multiple projects. The Producer will also work closely with artists in Residency at The Theatre Centre and must have experience in developing contracts, problem-solving, and the unique task of supporting artists in the development of new work. Enthusiasm for innovation in the performing arts is invaluable to this role.

The Theatre Centre will be accepting applications and interviewing on a continuous basis until the position is filled.

About The Theatre Centre

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.

Since that time, we've established ourselves as a cultural & community hub in the heart of West Queen West. Always questioning the notion of "what can a theatre be?", we are open and accessible every day of the week, providing a public space to the neighbourhood with free wifi, delicious coffee, and unbelievable baked goods, made in-house by our Baker-in-Residence. It's the most dangerous thing about working here.

We continue to be known for having research & development at the heart of our artistic activities, through our long-term Residency Program. Recently among our Residency artists have been a choreographer, a performance artist, and a neurologist. No two projects are alike.

The position will involve:

- Creating, reviewing and executing contracts
- Managing part-time producing staff, and hiring project contractors
- International tour planning and execution
- Creating and adhering to project budgets and managing cash flow
- Tracking and ensuring payment of invoices for multiple projects and collaborators
- Logistical project support
- Detailed email correspondence management and relationship building
- Coordinating and attending meetings - sharing details when relevant
- Creative problem solving

Desired Qualities & Qualifications:

- Interest in, and ability to bring a human-centred approach to creation & development
- Ability to work effectively in a collaborative environment
- Interest in taking initiative
- The ability to identify and gather the information needed to clarify a situation
- The ability to demonstrate support for innovation and to manage project change
- Interest in improving and developing more dynamic, responsive producing methods
- Experience creating contracts and scheduling are a must
- Proficiency with Excel is a must
- Experience producing performing arts - festivals and/or international tours is an asset
- Knowledge of CAEA, ADC, PGC, IATSE and other union agreements is an asset
- Experience with Adobe, Slack, Dropbox, GoogleSuites are strong assets
- Excellent written and oral communication skills

Job Type

This is a full time permanent position

Hours: approx 40 hours/week.

Start date: as soon as possible

Compensation

Annual salary of \$50,000

Application Process:

The Theatre Centre is committed to employment equity. We encourage applications from queer, transgender and two-spirited people, First Nations, Inuit & Métis, Black people and people of colour, and people with disabilities. We're also committed to providing accommodations for people with disabilities in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

Please send your resume and cover letter to jobs@theatrecentre.org.

A note from Aislinn to assist with the preparation of your cover letter: Please know that we are not looking for you to reiterate what is in your resume. If your resume tells us some of what you've done, then think of your cover letter as sharing with us some of who you are. You can tell us what interests you about The Theatre Centre, a project you are proud to have worked on, an artist relationship that is meaningful to you, etc.

In your email, please let us know where you heard about the job. **Please send files as PDFs with file names in the format of LASTNAME_Firstname_Producer.pdf.** We will be accepting applications and conducting interviews on a continuous basis until the position is filled.

Thank you for your interest! We thank all applicants who submit resumes for The Theatre Centre postings. Personal responses to all inquiries may not be possible.