



# ELECTRIC COMPANY THEATRE

For immediate release: January 9, 2016

## **JOB POSTING: INTERIM MANAGING PRODUCER**

Electric Company Theatre Society seeks an Interim Managing Producer for our 2016/2017 Season while the Managing Producer is on maternity leave (April 15, 2016 - April 18, 2017). This temporary position will begin by April 1, 2016 and end May 1, 2017. The schedule to be determined based on production needs and is expected to be a minimum of 2 days per week, to a maximum of 4 days per week.

### **ELECTRIC COMPANY THEATRE**

Electric Company Theatre is one of Canada's leading creators of live theatre, rich in spectacle and adventurous in form, challenging theatrical conventions while preserving a strong sense of story. Electric Company Theatre was originally formed as a collective in 1996 by Siminovitch Prize-winning director Kim Collier, David Hudgins, Jonathon Young and Governor General's Award-winning writer Kevin Kerr, who met while training at Studio 58. Jonathon Young currently leads the company as Artistic Director. Electric Company Theatre has created 21 original productions including *Betroffenheit*, *Tear the Curtain!*, *No Exit*, *Studies in Motion*, *Brilliant!*, and the feature film *The Score*. Electric Company Theatre has toured throughout Canada, to the US and the UK and co-founded Progress Lab 1422, a 6,000 sq ft theatre creation space in Vancouver BC, with Rumble Theatre, Newworld Theatre and Boca del Lupo.

Our 20<sup>th</sup> Anniversary Season in 2016/2017 includes the following activities:

- *An international tour (winter/spring 2017) \*tour coordinated by agent*
- *Two Vancouver premieres:*
  - *A small-scale, live theatre production (fall 2016)*
  - *A large-scale, multi-media production (spring 2017)*
- *Community Outreach (workshops, classes, special events, partnerships and mentorships);*
- *Further development or producing activities that may arise.*

### **THE POSITION**

The Interim Managing Producer will report to the Board of Directors and work closely with the Managing Producer, Artistic Director, and Company & Financial Manager. The Interim Managing Producer is responsible for directing operations while staying within the financial and structural boundaries of the company. The Interim Managing Producer will oversee artistic programming and personnel, production management, office and financial management, fundraising (government, foundations, corporate and capital applications), marketing and public relations, and facility/co-location efforts with Progress Lab 1422 and Vancouver Creative Space Society. Production support for 2016/2017 premieres will be provided through contract positions.

Specific duties will include; administrative and general management, budgeting, grant writing, production management, contracting of production personnel and artists, marketing and communications, facilities management, staff and intern supervision, and acting as primary liaison with the Board of Directors.

## **OUR IDEAL CANDIDATE**

Our ideal candidate has an intimate understanding of how theatre systems work, from administrative management to artistic production process and industry/community networks. S/he is a collaborative partner with the Artistic Director and Managing Producer, and steers the organization by ensuring the achievement of both short- and long-term artistic and organizational goals and priorities during the tenure. S/he will continue healthy relations with public and private funders, donors, sponsors, audiences and other key stakeholders. Successful candidates for this position will have at least five years' experience managing arts organizations, preferably with a combination of nonprofit theatre/performing arts experiences, in varying scales of operations.

Experience with the following platforms would be beneficial: Mac computers, MailChimp, WordPress, Dropbox, Adobe Creative Suite, and Microsoft Office (Word, Excel), social media (Facebook, Twitter, Instagram), and CADAC. Knowledge of Electric Company Theatre's unique history and organizational structure is a bonus.

## **RENUMERATION**

Commensurate with experience.

## **APPLICATION**

Deadline to apply: February 5, 2016.

Interviews to take place in Vancouver on February 23, 2016.

A candidate will be selected by March 4, 2016, with training to commence as early as March 21, 2016 (flexible for the right candidate).

To apply: Please send CV and cover letter to: [info@electriccompanytheatre.com](mailto:info@electriccompanytheatre.com). Please include in the subject: "Interim Managing Producer Application".

Electric Company Theatre is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, ethnicity, indigeneity, gender, gender-identification, sexual orientation, class, and physical ability (though our office is on the second floor of Progress Lab 1422, and not currently wheelchair accessible).

Thank-you for your interest. Only candidates advancing in the process will be contacted. No telephone or walk-in inquiries please. All applications are treated confidentially.