



August 8, 2019

JOB POSTING: ASSOCIATE PRODUCER

Electric Company Theatre is seeking a full time Associate Producer to join the company, working with the Artistic Producer and Artistic Core.

ABOUT ELECTRIC COMPANY THEATRE

Electric Company Theatre operates on the traditional, unceded territories of the Coast Salish peoples, the x̣ṃəθkẉəỵəm (Musqueam), Skwxẉú7mesh (Squamish), and Səḷílẉətał (Tseil-Waututh) Nations, now known as Vancouver.

Electric Company Theatre (ECT) is one of Canada's leading creators of live theatre, with rich, detailed work that challenges theatrical convention and form, while preserving a strong sense of story. ECT began as a collective of artists in 1996, and the company is now led administratively by Artistic Producer Clayton Baraniuk working with the Core Artists: Carmen Aguirre, Kim Collier, Kevin Kerr, and Jonathon Young. Over its 23 year history, Electric Company has created more than twenty four original works, including *Betroffenheit*, *Tear the Curtain!*, *Studies in Motion: the Hauntings of Eadweard Muybridge*, *Brilliant!*, *The Full Light of Day* and the feature film *The Score*. ECT operates out of Progress Lab 1422, a shared arts hub in East Vancouver.

ECT's operating budget and scale of programming fluctuates year to year based on the artistic projects, ranging from 400k to over 1 million, with core operating public funds from all three levels of government of approximately 190K. The 2019-20 season includes: a recently completed tour of *The Full Light of Day* to Canadian Stage/Luminato in Toronto, a workshop and full production of Carmen Aguirre's *Anywhere But Here* at the Vancouver Playhouse in February 2020, and producing Lisa Jackson's large scale multimedia installation piece *Transmissions* at SFU Woodward's in September 2019, with prospective touring opportunities for these pieces in the future.

THE POSITION

The Associate Producer is a Vancouver-based administrative role within a collaborative, creative environment, and requires a balance of: artistic sensibility; interpersonal savvy; industry knowledge; business, financial and producing experience; and leadership and adaptability. Working under the direction of the Artistic Producer, the Associate Producer is an active and contributing company member, supporting the development and execution of the organization's mission, mandate and vision through its programming.

Specific duties include:

Manage day-to-day administration of the organization: Front line communications; regular office hours, license and permit applications; mail redirection and response; communication with

contractors, service providers and suppliers; maintaining office environment; audition and job postings; directing phone enquiries; patron database entry and maintenance; statistical tracking; preparing reports; maintaining social media and web presence; memberships and affiliations; coordinating Core Artist and Board of Directors meetings; maintain and refine organizational systems and equipment.

Provide project support on activities in current development/production/on tour: Support auditions; coordinate artist travel and accommodation and artist hospitality; coordinate rehearsals, meetings, public activities, outreach activities related to production; help manage publicity and marketing tools, logos, images and titles for artists/productions, seek necessary approvals; assist with company and production management, artist contracting and finances (petty cash); supervise support staff and volunteers.

Participate in fund development activities of the organization: Support grant application creation with public funders and foundations, monitor deadlines and guidelines, reporting and communications, coordinate filing; support corporate initiatives, conduct research, monitor fulfillment, manage communications and reporting needs; support individual giving campaign delivery, participate in fundraising and cultivation activity creation and development, monitor donor benefits fulfillment.

Contribute to artist and patron communication strategies: Contribute to content development for brochures, media kits, newsletters, pitches, programs and online platforms: manage community and donor invites, lists and responses, emailing lists and communication plans; coordinate Box Office, Donation, Marketing and Sales campaigns and processes.

Manage finance in collaboration with the Artistic Producer and Finance Manager: Contribute to organizational budget creation, management, and updating, review actuals reports; support banking transactions, bill payments, and expense claims; manage documentation/filing/paperwork with the Finance Manager and auditors.

DESIRED QUALIFICATIONS:

- An intimate understanding of how theatre systems work, from administration management to artistic production process, and industry/community networks.
- At least five years experience working in arts organizations, preferably with self producing experience, and work in various scales of operation.
- Experience with the following platforms: MailChimp, WordPress, Dropbox, Adobe Creative Suite, and Microsoft Office (Word and Excel), social media (Facebook, Twitter, Instagram, Youtube), and CADAC.
- Familiarity with or skills in Box Office and Patron Management platforms like Eventbrite, Theatre Manager, Vendini or Sumac.
- Advanced written and oral communication skills, including editing skills.
- An understanding that production schedules sometimes mean shifting work hours for administrative staff, with weekend and evening work occasionally required to support programming activities.

Additional relevant skills to highlight, but not required, may include:

- Familiarity and understanding of financial and bookkeeping concepts and processes, financial management platforms like Simply Accounting or Quickbooks, and budgeting concepts and structures
- Experience with a variety of fundraising campaigns.

- Familiarity or skills with video and sound editing processes and software such as Q-Lab, Premiere, Imovie, etc.
- Knowledge of the Vancouver, British Columbian, National and International performance communities.
- Flexibility and adaptability to the needs of the organization and activities.

REMUNERATION:

\$42,000 annual salary (Full Time equivalent), with three weeks paid holiday per year.

APPLICATION

The position starts as early as September 1, 2019, however it will remain open until a suitable candidate is found.

To apply: please send CV and cover letter (PDF package, saved as LAST NAME, FIRST NAME) to: info@electriccompanytheatre.com. Please include in the subject line: "Associate Producer application". We appreciate each application, however only those selected for an interview will be contacted.

All applications are treated confidentially.

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, or sexual orientation. We encourage and welcome applicants of Indigenous heritage, applicants who identify as racialized, marginalized or disabled, people of colour or diverse cultural backgrounds. We endeavour to provide a culturally safe and supportive environment and have an existing work-place harassment policy with zero tolerance for harassment in all working environments.

Please note: while our Studio space is fully accessible, our office space is not currently wheelchair accessible. We encourage applications from people of all abilities, and alternate working conditions may be negotiable based on the needs of the successful candidate.