



July 28, 2021

## **JOB POSTING: MANAGING PRODUCER**

**Electric Company Theatre is seeking a Managing Producer to join the senior leadership team, 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 x<sup>w</sup>məθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətał (Tsleil-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 the mid 90's and incorporated as a society in 1997. The company is now collaboratively led by Artistic Producer Clayton Baraniuk working with the Core Artists: Carmen Aguirre, Kim Collier, Kevin Kerr, and Jonathon Young. Over its 24-year history, Electric Company has created more than twenty-seven original works, including *Betroffenheit*, *Tear the Curtain!*, *Studies in Motion: the Hauntings of Eadweard Muybridge*, *Brilliant!*, *The Full Light of Day*, *Anywhere But Here*, *Reframed*, and the feature film *The Score*. ECT operates out of Progress Lab 1422, a shared arts hub in East Vancouver.

ECT is a registered charity and non-profit society. The annual operating budget and scale of programming fluctuates year to year based on the artistic projects, ranging from 400k to over 1 million, with stable public funding from all three levels of government of approximately 190K, and a growing and dedicated donor and patron base. The 2021-22 season began this summer with the world premiere of Kim Collier's *The Magic Hour*, and includes the development of the company's next large scale work - Jonathan Young's *the Undeveloped Sound*: development work on Kevin Kerr's *Dawnland Explorations*; the national Performance and XR Symposium; and community engagement projects among other activities.

## **THE POSITION**

The Managing Producer is a Vancouver-based on-the-ground administrative and project management role within a collaborative, creative environment. The Managing Producer also functions as a public-facing representative of the organization. The position requires: performing arts industry knowledge; business, financial and producing experience; a passion for theatre and creation; and strong interpersonal, communication and leadership skills.

Reporting to the Artistic Producer and the Board of Directors, the Managing Producer is an active, contributing and self-directed member of the management team, overseeing up to five regular part time employees, production and creative teams, and supporting the development and execution of the organization's activities and projects.

**TASKS INCLUDE:**

- Contracting and managing artists, staff, contractors and service providers
- Managing facilities, finances, office and production inventory and maintenance
- Developing, maintaining and managing office and administrative systems, filing, data collection, input and tracking
- Day to day producing/production needs, patron, donor and stakeholder relations including invoice, receipt and ticketing management
- Coordinating events, partnerships, programming activities and the Board of Directors
- Engaging with sectoral and community initiatives, such as PACT and GVPTA
- Participating in the Progress Lab / Vancouver Creative Space Society on the Board of Directors and/or committees
- Financial and statistical reporting

The Managing Producer and Artistic Producer collaborate on outreach and ancillary event planning, individual giving campaigns, public and private (foundation) funding applications, global budget creation, scheduling and strategic planning.

**Desired attributes and skills include:**

An entrepreneurial spirit and strong work ethic  
Self-started creativity and detail-oriented organization  
Excellent written and verbal communication skills  
Comfort with public speaking and audience relations  
Human resource management skills  
Strong skills in financial concepts and bookkeeping  
Interest in policy and procedure development  
Capacity for research and strategic thinking  
Comprehension of Equity, Diversity and Inclusion concepts  
A valid driver's license and first aid certification/experience

**Familiarity with the following software / online programs is an asset:**

Airtable, Sage or other accounting software, Google Suite, Microsoft Office, Wordpress, Mailchimp, Eventbrite or other Box Office systems, Drop Box, Adobe Creative Suite, Canada Helps, Facebook, Instagram, Twitter, Hootsuite, and any audio or video recording or editing softwares, such as Q-lab, Premiere, Audition, etc.

**Demonstrated Experience or Knowledge in the following:**

Theatre and event producing in a variety of formats  
Management in the non-profit, charitable arts sector  
Working with associations or collective agreements in the Arts (ie: CAEA, ADC, IATSE)  
Local and distant Indigenous community relations and protocols  
Accessibility concepts and strategies  
Connection to or experience with multiple cultural communities  
Creating and implementing new programs or initiatives  
Design or Production experience in live performing arts

**Specific duties of the Managing Producer may 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; memberships and affiliations; coordinating meetings; maintain and refine organizational systems, office environment and equipment.

**Provide project support on activities in current development/production/on tour:** Support auditions; artist travel and accommodation; hospitality; coordinate rehearsals, meetings, public activities, outreach activities related to production; help manage images and billing for artists/productions, seek necessary approvals; assist with company and production management, artist contracting and finances (petty cash); supervise support staff and volunteers, ensure delivery or acquisition of materials or supplies.

**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, manage funder reporting needs; support individual giving campaign delivery, participate in fundraising and cultivation activity creation and development.

**Manage finance in collaboration with the Artistic Producer:** 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.

**REMUNERATION:**

\$39,000 - \$45,000 annual salary range based on a three-quarter time (approx. 4-days per week) 30-hour per week average. The schedule is flexible, negotiable, and self-managed based on the needs of the organization and programming. The Managing Producer position also includes three to four weeks of annual vacation, including the final week of December. Salary and vacation is subject to negotiation, and based on experience.

At this time Electric Company Theatre does not offer extended health benefits. The Managing Producer will receive an annual performance review, at which time compensation and vacation may be revisited, as well as schedule and duties. The Managing Producer also contributes to the annual review of the Artistic Producer, alongside the Artistic Core and Board of Directors.

Our desire is that this position will be a significant component in the successful candidate's larger career and life. As such, we are open to candidates who have other projects, passions or prospects within their personal or professional lives that would enrich their experience and knowledge, and thereby the organizations capacity. We aspire to be a gateway for continued development for all individuals we intersect with, and are keen to work with individuals with ambition and a desire to fuel future growth in this position and the organization as a whole.

**APPLICATION**

Interviews for this position will commence on September 3<sup>rd</sup>, with a desired start date in late September or early October, negotiable. This posting will remain valid until the position is filled.

**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: “Managing Producer application”. We appreciate each application, however only those selected for an interview will be contacted.

All applications are treated confidentially.

Should you require additional support or have access needs relating to your application – please do not hesitate to reach out to us at info@electriccompanytheatre.com to discuss accommodations.

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 endeavor 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.