



JOB CALL: Festival Producer - SummerWorks

Title:	Festival Producer - SummerWorks
Hours:	Full Time: May 22 – December 7, 2018 (with an opportunity to extend)
Fee:	\$20,300 (\$700/week)
Engagement conditions:	Independent Contractor

About SummerWorks

Founded in 1991, SummerWorks Performance Festival is widely recognized as one of the most important platforms for launching new work– locally, nationally and internationally. Every August, SummerWorks hosts artists and projects interested in continuously re-imagining and innovating the possibilities of performance while insisting on accessibility, integrity, and professionalism. www.summerworks.ca.

Festival Producer: Description & Duties

The Festival Producer is responsible for efficiently the smooth running of Festival functions, covering five areas: planning, fundraising, finance & administration, marketing, and human resources. The Producer oversees the SummerWorks budget and manages funds, and takes primary responsibility for Festival timelines. They are also responsible for smooth day-to-day operations.

A key function of the Producer is to work with the Artistic & Managing Director to oversee all contract staff, execution of events, plan future directions for the Festival and take steps to ensure long-term goals come to fruition.

The Festival Producer reports to the Board of Directors and the Artistic & Managing Director.

The Festival Producer's duties include:

Planning

- Manage coordination of logistics pertaining to the SummerWorks Festival, including but not limited to administrative, production, marketing and programming departments.
- Gathering and analysis of audience and artists statistical information.
- Produce Festival ancillary programming (pre-Festival artist workshops, all-artist meetings, opening and closing party).
- Upkeeping and communicating the Festival programming schedule as required.
- Manage organization system for SummerWorks 2019 Call for Submissions.



Fundraising

- Prepare and submit all government and foundation grant applications on behalf of the Company, in collaboration with the Artistic & Managing Director as appropriate.
- Research and approach potential sponsors, and create appropriate sponsorship packages and proposals.
- Manage reporting to all current funders of the organization.
- Managing ongoing relationships with all government, foundation, corporate, and private funders.
- Liaise with Board to ensure they are up-to-date on fundraising plans and are able to assist.

Finance & Administration

- Oversee management of the Festival budget, with input and approval from the Artistic & Managing Director and Board.
- Maintain financial records, including all transactions and documents needed for audit.
- Manage box office reconciliations and ensure artist payments are made and received in a timely manner.
- Manage the Board meeting schedule and Board correspondence; attend and minute all Board meetings; maintain Board documents.
- Manage the running of the office, including ensuring stationary supplies are maintained, and phone and email enquiries are responded to.
- Maintain records including donor lists, audience lists, and supplier contact details.
- Renew and review insurance policies.

Marketing & Communications

- Work with the Artistic & Managing Director to set and oversee tone across all communications.
- Act as a central point of contact for 2018 Festival artists (welcome packages, contracts, weekly bulletins, surveys).
- Ensure the organizations websites and social media platforms are kept up to date.
- Create and implement marketing strategies in conjunction with the Artistic & Managing Director and Marketing Manager.
- Oversee drafting, editing, and sending of the monthly e-newsletter and event related e-blasts in off-season (September-December).
- Oversee marketing strategy for the 2019 SummerWorks Call for Submissions.

Human Resources

- Maintain role descriptions and manuals for positions available within the organization.
- Manage contracting for all staff, artists, and partners.
- Arrange and chair regular staff meetings.
- Ensure that the SummerWorks office is open and supervised during regular hours and that staff is available to respond to inquiries by phone, email, post or in person.



Festival Producer: Qualifications

It is **essential** that the Festival Producer has:

- 2-5 years experience in a leadership position within an organization in the Arts & Culture sector.
- Excellent verbal and written communication skills.
- Exceptional organizational, planning, team-building and time management-skills.
- Personable and able to develop a positive rapport with staff, artists, partners and audiences.
- Proven ability to secure and manage funding from public sources.
- Excellent financial acumen.
- Excellent computer skills.
- Excellent organizational and project management skills.
- Ability to work effectively in high pressure situations.
- Must be motivated and meticulous, and passionate about the arts.

It is **desirable** that the Festival Producer has:

- Knowledge of the goals and activities of SummerWorks.
- Familiarity with the Toronto performance community.
- Previous producing experience within a Festival environment.
- Experience with database and spreadsheet software (i.e. Microsoft Excel, Marcato).
- Experience with various social media, newsletter and website platforms (i.e. Wordpress).

To Apply

To apply for the position, please email applications@summerworks.ca by **Monday, May 14th** and provide:

- A resume of one page;
- 3 references with current contact information;
- A cover letter of no more than one page addressed to Laura Nanni, Artistic & Managing Director, that:
 - Addresses why you would like to work for SummerWorks, and
 - Illustrates how your skills, knowledge and experience match the duties and qualifications.

Please list "Festival Producer Position" in the subject line and ensure that your full contact details are included in your resume and/or cover letter.

SummerWorks is committed to equality and diversity, both through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and cultures of all members of our community. We make every effort to ensure that no member of the community receives less favorable treatment in our recruitment process or when accessing our services on the grounds of gender identity, disability, race, religion or belief, age or sexual orientation.