



JOB CALL: Associate Producer - Ancillary Events

Full Time:	June 24 - August 19, 2019 with possibility to extend
Fee:	\$15 an hour
Engagement conditions:	Employee

This role is made possible by funding from Canada Summer Jobs and therefore is only open for applicants aged between 15 and 30.

About SummerWorks

SummerWorks is widely recognized as one of the most important platforms for launching new work in Canada. We are interested in continuously re-imagining and innovating the possibilities of performance - how it is created, presented and experienced. Every August, SummerWorks hosts artists and projects exploring the possibilities of performance, while insisting on accessibility, integrity, and professionalism. www.summerworks.ca. In February SummerWorks also presents Progress Festival (www.progressfestival.org) with The Theatre Centre, an international festival of performance and ideas. The festival is collectively curated and produced by a series of companies operating within a contemporary performance context.

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.

We warmly encourage applications from equity-seeking groups, including those who identify as Indigenous, Black, People of Colour, Transgender, Nonbinary, Queer, Disabled and intersections of those identities.

Associate Producer - Ancillary Events: Description & Duties

The Associate Producer - Ancillary Events is intended to be a training opportunity for candidates who would like to gain experience in producing for a Festival, with the intent for future employment. The role will be working within the Festival to produce the ancillary events related including Q&As, opening and closing night parties, late nights and jury schedule. The Associate Producer - Ancillary Events will be mentored by the Festival Producer and Artistic and Managing Director. The Associate Producer - Ancillary Events's duties include:

Pre-Festival

- Coordinate ancillary events with the support of the Festival Producer.
- Assist in curation and producing of SummerWorks parties and ancillary events.
- Attend venue walk-throughs and technical rehearsals.
- Support the production and producing leadership of the Festival in the creation of programme and rehearsal schedules.
- Create and distribute specific schedules for performers, workshop leads and Q&A facilitators.
- Assist the Festival team in copy checking program and marketing materials, specifically related to ancillary events.
- Assist in creation of sponsorship packs and development of sponsorship relationships specific to ancillary events.
- Assist in the collation of materials and writing for relevant grant applications.



Collation of contract information, drafting, and distribution of artist contracts for ancillary events.

- Assist in the development of Q&As, long tables and round table discussions.
- Work with the Festival's Artistic and Managing Director to identify appropriate moderators, and coordinate the booking of these.
- Work with the Accessibility Coordinator to assess accessibility consideration for site-specific events.
- Assist in the creation of Event Management Plan documents for use in the Festival.

During Festival

- Attend daily team meetings.
- Liaise between artists and the production team for ancillary events.
- Host ancillary event artists during the Festival.
- Act as main point of contact on-site for all ancillary programming inquiries.
- Oversee and coordinate the Q&As, long tables and round tables, including making arrangements for replacements when necessary.
- Oversee and coordinate the jury, leadership team and board schedules and ticket bookings for the Festival dates.

General

- Assist with the upkeep of day-to-day administrative duties (including mailings, scheduling, email correspondence, etc.)
- Attend all production, producing and artist meetings, taking and distributing meeting minutes as required.
- Attend rehearsals and provide feedback, as required.
- Contribute copy for ancillary related social media posts and the Festival newsletter.
- Any other reasonable duties as required.

Associate Producer - Ancillary Events: Qualifications

The Associate Producer should have:

- Demonstrable organizational and project management skills.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Attention to detail.
- Excellent computer skills.
- Familiarity with the arts.
- Knowledge of the goals and activities of SummerWorks.
- Familiarity with the Toronto performance community.

To Apply

To apply for the position, please email applications@summerworks.ca by **Wednesday 22nd May, 2019** and provide:

- A resume of one page;
- A cover letter of no more than one page addressed to Rosanna Lowton, Festival Producer, 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 "Associate Producer - Ancillary Events application" in the subject line and ensure that your full contact details are included in your resume and/or cover letter.