



## **JOB CALL: Associate Producer - Site-Specific and Special Projects**

Full Time:	June 03 - September 06, 2019
Fee:	\$5,000
Engagement conditions:	Independent Contractor. SummerWorks' standard Terms and Conditions of Engagement form part of this job description.

### **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](http://www.summerworks.ca). In February SummerWorks also presents Progress Festival ([www.progressfestival.org](http://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 - Site-Specific and Special Projects: Description & Duties**

The Associate Producer is an important part of our team. They are an integral part of the Festival, working to produce the site-specific and special projects that are part of SummerWorks this year.

The Associate Producer reports to the Festival Producer and Artistic and Managing Director. The Associate Producer's duties include:

#### **Pre-Festival**

- Coordinate site-specific and special projects in collaboration with the Festival's artistic, production and production team.
- Work with artists to realize their vision for their project within the Festival.
- Be the main liaison between artists with site-specific and special projects and the Festival team.
- Attend venue walk-throughs and technical rehearsals.
- Create and distribute specific schedules for performers.
- Work with artists and the Festival team to apply for applicable licences.
- Work with the Patron Services Manager and Volunteer Coordinator to ensure box office and volunteer requirements are sufficient across all site-specific projects.
- Review and summarize content of artist questionnaires as necessary.
- Assist the Festival team in copy checking all programme and marketing materials, specifically related to site-specific events.



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- 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.
- Assist in the creation for Event Management Plan documents for use in the Festival.

### **During Festival**

- Attend daily team meetings.
- Oversee all site specific and special events during the Festival.
- Liaise between artists and the production team.
- Act as main point of contact on-site for all site-specific and special events, resolving issues as necessary.

### **General**

- Attend all production, producing and artist meetings, taking and distributing meeting minutes as required.
- Attend rehearsals and provide feedback, as required.
- Contribute copy for site-specific and special projects related social media posts and the Festival newsletter.
- Any other reasonable duties as required.

### **Associate Producer: Qualifications**

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

- Demonstrable organizational and project management skills.
- Experience developing new work in site-specific spaces.
- 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.

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

- 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](mailto:applications@summerworks.ca) with "Associate Producer - Site-Specific and Special Projects application" in the subject line by **Wednesday 22nd May, 2019** and provide:

- A resume of one page;
- A cover letter 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 ensure that your full contact details are included in your resume and/or cover letter.