Job Title:	**Producing Associate**
Title of Lead Collaborator:	Artistic Director

Summary of Position/Purpose: The Producing Associate supports the operations, logistics, and information needs for productions and events by developing and applying appropriate production management and funding development processes. This is a contract position for 22 hours/month, under the leadership of the AD, supporting productions and events in collaboration with BTT staff, plus personal artistic development.

REPRESENTATIVE TASKS (including but not limited to:)

1. Provides administrative and management support for productions and events, handling correspondence, production schedules and meetings, managing production budgets, and purchasing production supplies.
2. With lead collaborator, develops production budgets and annual operating budgets.
3. Supports the financial management of the company, in collaboration with AD, Bookkeeper and Treasurer.
4. Arranges and supervises logistics for BTT productions, special events, tours and co-productions.
5. Coordinates venue bookings, Front of House / Box Office services or liaises with them as needed.
6. Prepares and facilitates contracts for production artists and technicians, in consultation with AD.
7. In collaboration with BTT staff, creates and executes a development plan for the current season, such as:
    - identifying, soliciting and stewarding viable donors, sponsors, grant-makers, in-kind supporters, and partners,
    - executing fundraising events and campaigns,
    - applying for grants and meeting reporting requirements for grant-makers.
8. Occasional stage management, production design and/or technical support for events.
9. Provides backup support in collaboration with other BTT staff.

Producing Associate Information

This position requires someone with excellent written and verbal communication skills, strong interpersonal competence with a commitment to collaboration, and the ability to connect with people to advocate for the company. A high level of organization with good time-management skills, flexibility and self-motivation is critical, along with effective critical-thinking and problem-solving skills allowing them to develop and improve processes and procedures. The associate will have proven skills and previous experience in self-producing theatre, in fundraising and acquiring grants, CRM database, production and/or stage management, understanding of current theatre production and technical practices (including reading technical drawings), and budgeting. Passion for bold, original theatre that meaningfully explores the spiritual aspects of human experience, resonance with BTT's mission, vision, values and mandate, and an in-depth knowledge of the multi-disciplinary performing arts sector are preferred.

ACCOUNTABILITIES

Outcomes/Results

- Production contractors, patrons, donors and grant-makers have an effective initial point of contact;
- Productions, events, and assigned projects are successfully managed;
- Revenue targets are met for annual operations and productions are kept within approved budgets;
- Donor database, sponsorship and grant application materials are up-to-date;
- Production management and development procedures are developed and documented;
- Strong connections & relationships with contracted artists, current & potential supporters. (cont…)

Standards to Follow

- Works in ways that support BTT's values of community, excellence, respect, integrity and wholeness;
- Timely, organized and professional, while cultivating a hospitable and collaborative presence;
- Confidential treatment of all information and materials;
- A spirit of curiosity and tenacity to "get the job done";
- Prompt communication of issues of importance or concern to lead collaborator;
- Setting priorities for own work and meeting deadlines;
- Compliance with all relevant legislation, regulations, policies and procedures;
- Readiness to collaborate as an engaged and supportive member of the Burnt Thicket team.

EDUCATION & EXPERIENCE

The position requires minimum two years of post-secondary education as well as a minimum 2 years of relevant experience. Previous experience in production management and development is required, preferably in theatre or creative industries. Proficiency in software applications such as Word, Excel, CRM database (CiviCRM or similar), AutoCAD or Vectorworks are essential. An understanding of current production and technical practices within theatre is necessary, including sound, lighting, projection and set construction. Understanding of Equity D.O.T. policy, PACT/ADC agreements, Occupational Safety and Health Act (OSHA), WHMIS and Employment Standards Act (ESA) would be beneficial. Budgeting and financial management experience is a must, along with writing successful sponsorship proposals and applications to grant-makers. Training and mentorship by AD and others will be provided as needed, including access to artsvest webinars. A valid SK driver's license and a sense of humour are definite assets.

JOB SCOPE (SKILLS AND RESPONSIBILITY)

Plans and prioritizes own workflow to complete a range of assignments and self-generated projects. Undertakes a combination of routine and special duties, working within established standards. Communicates with others to exchange information and to connect and collaborate in a supportive way. Listens well, receiving information and training effectively. Deals with problems specific to the job, applying or adapting guidelines and procedures to solve them.

EFFORT

While some tasks are repetitive and ongoing, there are cycles of low and peak periods during production schedules. During production periods, high volume, time sensitive workload can be expected and the associate must be able to work under pressure to rigid timelines. While much of the duties will take place in an office environment, working in the community, meeting with suppliers and supporters will be expected.

WORKING CONDITIONS

The associate will provide their own office space and equipment, where most duties can be completed. Some meeting in the community with suppliers, donors, volunteers and the AD will be expected. During production schedules, the associate will be required to be present at the production facility or other venues.

TERMS & CONDITIONS

22 hours per month contract through June 30, 2022, with potential for renewal for following year.

Hourly rate: $20/hr; paid by e-transfer; contracted as a self-employed contractor; the associate will submit monthly invoices for actual time spent, up to 22 hours per month (including 2 hours per month of personal artistic development or self-directed creative work).

There will be a first three months' probation period. Full terms and conditions will be discussed with those candidates invited to interview and confirmed with the successful applicant in their contract.