

Western Canada Theatre (WCT) in Kamloops, BC, is seeking a dynamic, creative & detail-oriented individual to be our next **Associate Producer**. Working closely with James MacDonald, Artistic Director, and collaborating with the Managing Director and Director of Production the successful candidate will work with our creative, administrative, and production teams to develop and produce a broad range of programming for our Kamloops venues, touring projects, as well as our co-productions and presentations with national partners. This role is perfect for an experienced arts administrator but also has the potential to be an opportunity for growth for someone who is the right fit or has transferable skills from another industry, including other not-for profit organizations.

Responsibilities Include:

- Collaboration on season planning, scheduling and budgeting
- Contract negotiation & management
- Assists the AD in the selection of creative personnel & stage managers, including artist outreach, auditions, etc.
- Manages artist/contract payroll, compliance and payments for activities across the organization
- Liaising between production partners, artists and national/provincial industry associations
- Facilitation of play development and other creative initiatives
- Provides supports to our creative team and casts, including fulfilling company management duties to ensure the smooth operation of our productions
- Works with AD, tour coordinator, and presenting houses to plan WCT's touring activities, including provincial, national and potential international opportunities
- Other related duties, as required.

The 'Ideal' Mix of Skills, Experience & Traits Might Include...

- A love of theatre, and an eye for detail, essential
- 3-5 years' experience in professional theatre, or equivalent experience in another context (including other arts or non-profit sectors), with transferable skills.
- Awareness and knowledge of collective agreements and contracting in theatre, an asset
- Experience managing budgets and negotiating contracts
- Experience working with co-production, presentation and touring partners
- A knowledge of Canadian theatre repertoire, community and artists, an asset
- Collaboration – a strong desire to collaborate, lead and contribute to a strong team environment
- Communication – both verbal and written, including excellent telephone and email writing style
- Organizational Skills – well organized, close attention to detail, able to navigate shifting priorities, good task and time management
- Tact & Diplomacy – able to respond well to confidential information, diffuse conflicts and creatively offer input to productions & processes.
- Financially Prudent – able to manage projects with limited personnel, budget or timelines
- Office Applications – experienced user of Word, Excel, Outlook, Office 365 and Sharepoint.
- Artist Liaison – able to establish rapport with artists & agents
- A valid Class 5 Driver's License with access to a personal vehicle, an asset

Position Details:

- Our Associate Producer is a **full-time, ongoing** position and includes some evenings, weekends & longer days.
- The role is based in **Kamloops, BC**, at our administrative office with a largely **in-person work environment**, and a move to/residency within the Kamloops community is required.
- A **relocation stipend** is available.
- The **salary range** is commensurate to experience and is between \$49-55,000 per year. WCT has a generous benefits package that includes extended health, paid vacation, time off around the holiday season, and a flexible work schedule.

- The successful candidate will ideally start in **mid-October, 2021**, with flexibility.
- New hires are required to be **fully vaccinated** against COVID-19 prior to the start of employment and may be required to provide WCT with proof of vaccination upon request.
- Employment is conditional on the successful completion of a **police information & vulnerable sector check**.
- Due to the volume of submissions, we thank all who express interest in this position; only those selected for an interview will be contacted.

Please indicate in your cover letter: why this is the perfect role for you, the mix of skills, experiences & traits you would bring to WCT, your career aspirations, availability and salary expectations.

Please include a cover letter, resume, and two professional references.

Please send, as one attachment, no later than

Thursday, October 7, 2021 at 5pm PT, to:

James MacDonald, Artistic Director

careers@wctlive.ca

About WCT

Western Canada Theatre tells our stories on the traditional & unceded territory of Tk'emlúps te Secwepemc, whose people are the traditional stewards of this land.

Since 1975, Western Canada Theatre has been producing innovative, entertaining, and educational theatre for audiences in Kamloops, throughout BC's Southern Interior, and across Canada. We have grown into one of the largest producing theatres in BC and have had a remarkable impact on the national theatre landscape: producing premieres of important new Canadian and Indigenous work, training some of Canada's finest theatre professionals, and showcasing our work and our artists across the country through touring and co-productions. Our production department operates the 700-seat Sagebrush Theatre, and the 150-seat flexible configuration Pavilion Theatre, as well as our producing shops, storage & touring operations. For more information, please visit us at wctlive.ca

Equity, Diversity & Inclusion Statement

Western Canada Theatre is committed to diversity in the workplace and we encourage all qualified candidates to apply, and to self-identify if they so choose. We hope to receive applications from candidates with a broad range of backgrounds including, but not limited to: race, ethnicity, indigeneity, gender, gender-identification, sexual orientation, class and physical ability (though our office is currently on a second floor, and as such not wheelchair accessible). We are a parent-friendly workplace, with several parents on staff. We invite anyone with access needs or requiring accommodation in the application process to contact the Managing Director.

Safe & Respectful Workplace Statement

Western Canada Theatre is committed to the creation of a respectful work environment and supports those who have experienced or witnessed toxic behaviours. We stand up against behaviour that undermines the dignity or self-esteem of any individual, or which creates an intimidating, hostile or offensive environment. We invite all our Artists and Staff to partner with us in speaking up against harassment and standing together in addressing problems when they arise.

About Kamloops

Kamloops is our home and is a great place to live and work. We offer you the opportunity to thrive in a city that boasts a reasonable cost of living, gorgeous terrain, active lifestyle, and, of course, the sunny weather of BC's Southern Interior. For more information, visit Kamloops.ca