



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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Producer, Indigenous Theatre

Job ID	76-A3-7B-52-B3-27	
Web Address	https://careers.indigenous.link/viewjob?jobname=76-A3-7B-52-B3-27	
Company	National Arts Centre	
Location	Ottawa, Ontario	
Date Posted	From: 2019-01-21	To: 2019-02-04
Job	Type: Fixed-term	Category: Miscellaneous
Job Start Date	March 1, 2019	
Job Salary	\$66,000 - \$99,100	
Languages	â€¢ Strong Verbal And Writing Skills In English; Fluency In Verbal French And/or Indigenous Language Would Be An Asset	

Description

Canada is our stage.

Those four words inform everything we do as a catalyst for performance, creation and learning across this great land. We are proud to be a home for many of Canada's most exciting artists who captivate audiences on our stages and on stages across the country.

Key activities:

Reporting directly to the Artistic Director and Managing Director, Indigenous Theatre, the Producer will support, develop and produce a broad range of programming for in-house productions, presentations and external tours. Active participation in internal and external activities and committees, daily decision-making, and financial control of programming budgets are key elements of this position. This role involves frequent evening and weekend activities, as well as frequent travel to and engagement with communities from coast to coast to coast. The selected candidate should bring knowledge of Indigenous protocols and practices, in addition to knowledge of the Canadian and Indigenous performance landscapes, including a wide range of approaches to theatre/performing arts and the key artists involved.

Responsibilities include but are not limited to:

- â€¢ Works with the Artistic Director, the Managing Director and the production department in planning, scheduling and executing season activities, on time and on budget, including developing and managing season budgets and providing analysis on a show-by-show basis;
- â€¢ Assist the Associate Artistic Director with the scheduling and execution of corollary outreach activities;
- â€¢ Establishes and maintains strong working relationships with co-producers, presenters and the local, provincial and national theatre community, including national associations such as PACT and CAEA;
- â€¢ Assesses, communicates and monitors safety protocol, including creating training opportunities, and assessing the need for and creating extraordinary risk riders;
- â€¢ Works with colleagues at the NAC to implement and promote company-wide practices to ensure a safe, healthy and welcoming environment for all who work here, including visiting artists;
- â€¢ Liaises between production, administration and visiting artists, including co-production partners;
- â€¢ Oversees the care and coordination of visiting artists with administrative staff and stage management;
- â€¢ Reconciles and negotiates final settlement with co-producers and presented companies;
- â€¢ Contracts artists and directors under terms and conditions of the Canadian Theatre Agreement and associated agreements;
- â€¢ Tour planning, coordination and management, including regional, national and potential international opportunities;
- â€¢ Creates and maintains documents in-house for incoming productions and/or artists

Required qualifications:

- â€¢ Post-secondary degree or equivalent in theatre or in a related field, with a minimum of five (5) years of related experience (or an equivalent combination of education & experience);
- â€¢ Experience with producing and/or presenting Indigenous work in a traditional and/or contemporary context;

- â€¢ Strong verbal and writing skills in English; fluency in verbal French and/or Indigenous language would be an asset
- â€¢ Strong sense for creative processes, and ability to anticipate and support the needs of theatrical artists and producers;
- â€¢ Exceptional time management and organizational skills, able to coordinate a variety of activities simultaneously;
- â€¢ Exceptional interpersonal skills and understanding of the sensitivity required when working in a creative environment;
- â€¢ Familiarity with, and deep interest in, the theatre industry landscape at local, national, and international levels;
- â€¢ Experience in creating budgets and financial goals;
- â€¢ Experience with the contracting of artists, and awareness of trends in production in the context of the Canadian Theatre Agreement;
- â€¢ Computing skills including MS Office, Adobe CS and social media;
- â€¢ Ability to evaluate and manage priorities and adapt quickly to a fast-paced, complex environment;
- â€¢ Ability to maintain discretion and absolute confidentiality at all times;
- â€¢ Experience and/or interest in arts education is an asset;

Who can apply:

Persons residing in Canada and Canadian citizens residing abroad. Preference will be given to Canadian citizens. Candidates invited to an interview will be responsible for all travel and accommodation expenses. If relocation is required, the successful candidate will be expected to pay for their relocation expenses.

As an employer who values diversity in its workforce, we encourage candidates to self-identify as members of the following designated groups: women, visible minorities, Indigenous peoples and persons with disabilities.

While we appreciate all applications, only those selected for interview will be contacted.

The successful candidate will be required to provide a valid Criminal Record Check as a condition of employment.

How to Apply

How to apply

Please submit your application online through our website, at <https://nac-cna.ca/en/careers>.

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