

# **JOB POSTING**

## **Community Series Producer**

Shakespeare on the Saskatchewan is looking for a person with exciting ideas to work with our team to program/operate our community stage, activate our site, and assist in organizing some key programs. This is an excellent opportunity for an emerging producer or artist who is interested in a future in producing and programming.

Responsibility: Under the supervision of the Artistic Producer and working closely with the Operations Manager and Marketing/Development Manager. Duties shall include but not be limited to:

- Booking suitable acts and events: including but not limited to music, theatre, dance, poetry and other(s) for free public pre- and post show entertainment at the Shakespeare on the Festival site on our Community Stage
- Creating the performance schedule for all events on the Community Series and communicating said schedule with all staff
- Ensuring performances run smoothly by: greeting all acts, supervising performer load-ins, set-up, performance(s), and load-outs
- Adhering to the Community Series budget
- Keeping all staff informed in a timely manner of all technical requirements and coordinating with the Production Manager for any special equipment or procedures required for the acts
- Operating the sound and lighting gear (training can be provided) during each Community Series performance
- Implementing the social media campaign to promote the Community Series events in conjunction with the Director of Marketing and Development
- Establishing and maintaining a performer database that can be utilized for both the Community Stage and other activities at the Festival site
- Updating and maintaining the Community Series page on our website
- Submitting daily performance reports for each Community Series event
- Assisting with the organization and implementation of special events
- Assisting in the organization and implementation of other activities as assigned
- Providing a follow-up report at the end of season regarding the Community Stage and Special Events activities including statics etc.

WAGES: \$13.00/hr. Dependent on duties assigned contract will be based on a 30-40 hr work week.

DURATION: June 5-Aug21 2019

**APPLICATION DEADLINE: April 15, 2019**

Qualifications:

1. Possess organizational and communication skills.
2. Possess an outgoing and professional personality.
3. Must be familiar with the technical aspects of live stage/theatre performances.

***We are interested in submissions from diverse communities as we welcome all voices in our organization. All qualified individuals are encouraged to apply.***

Please email resume with cover letter and 2 references to:

E-mail: [om@shakespearesask.com](mailto:om@shakespearesask.com)

Attn: Melanie Rogowski

Email Subject Line: Community Series Producer

NO PHONE CALLS PLEASE

**Applications without a cover letter will not be accepted**