

# SHAKESPEARE ON THE SASKATCHEWAN

## JOB POSTING

### COMMUNITY STAGE 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 and coordinating suitable acts and events: including but not limited to music, theatre, dance, poetry and other(s) for pre- and post show entertainment at the Shakespeare on the Festival site
  - Ensuring performances run smoothly by: greeting all acts, supervising performer load-ins, set-up, actual performance(s), and load-outs
  - 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)
  - Informing the other staff of all acts and events in a timely manner to coordinate with other activities
  - Working on promoting the 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
  - Assisting with the organization and implementation of the Pop-Up Reading Series and Summer Drama Camps
  - 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.

WAGES: \$11.50/hr. Dependent on duties assigned contract will be based on a 30-40 hr work week.

DURATION: June 5-Aug 20 2017

APPLICATION DEADLINE: March 10, 2017

Qualifications:

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

Please send resume with cover letter and references in PDF format to:

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

Note that postings for further seasonal positions will be available in coming months