

## PAPRIKA FESTIVAL ARTISTIC PRODUCER

### Artistic Producer

**Date Posted:** February 1, 2021

**Application Deadline:** March 12, 2021 at 5:00 PM ET

**Start Date:** Training May - June 2021 (35 hours); Position start June 14, 2021 (Outgoing-AP will be available on a reduced-hourly basis for continued onboarding)

**Compensation:** Training \$750.00; \$14,000.00 (CAD), less applicable deductions

**Province:** Ontario

**City:** Toronto

**Term:** Part-time

### Organization Description

#### Paprika Theatre Festival

For the past 20 years, Paprika Theatre Festival (Paprika) has been the home of the emerging artist. We are a year-round, youth-led performing arts organization celebrating the work of young and emerging artists. Paprika programs include a strong focus on mentorship and training, and we are guided by the four core values of accessibility, artistic development, community, and youth leadership. Our educational programs include: Creators Unit, Playwrights Unit, Directors Lab, Paprika Productions, Indigenous Arts Program, Design Lab, and the Festival Creative Producers and Administrators. These programs run between October and May, culminating in an annual Festival. For more information, please visit, [www.paprikafestival.com](http://www.paprikafestival.com).

### Job Description

Part-time position, with training hours beginning in May 2021.

The role of Artistic Producer (“AP”) for Paprika is a unique and exciting opportunity for someone at the early stages of their artistic and managerial career. It is a dynamic role that requires experience in theatre creation, production, and arts management. It is ideal for an emerging leader with flexible time and a passion for youth mentorship.

The primary work of the AP is to oversee Paprika’s artistic programming, and assist the General Manager in overseeing the organization’s operations. They function as a resource point for teenagers, young adults, and emerging artists looking to share their artistic material. The AP connects young and emerging artists to the professional arts community and should be highly knowledgeable on the diversity of professional theatre artists, institutions, and community-engaged arts groups in Canada. The AP works as a partner to the General Manager and assists in the administrative duties of the organization, including grant writing, contract negotiation, production resourcing, marketing and outreach, and development. This partnership is critical to a healthy management structure, which includes five to six other part-time administrative collaborators on the executive team.

## Major Responsibilities

### Artistic

- In collaboration with the Artistic Programs Manager and Indigenous Arts Program Producer, plan and execute Paprika's seven core training programs (Directors Lab, Design Lab, Creators Unit, Indigenous Arts Program, Playwrights Unit, Productions Program, and Festival Creative Producers + Administrators)
- Create evaluations for participants to reflect on their work within the programs
- Coordinate annual participant outreach, interviews, and selection
- Hire artistic mentors, program facilitators, guest artists, Production Manager, Festival Lighting Designer, and other personnel to execute Festival Production
- Oversee additional programming, including Training Days, Technical Theatre Workshops, community outreach events, and other programming that align with Paprika's mandate and values
- In collaboration with the Production Manager and the Festival Lighting Designer, schedule and coordinate tech week and festival week
- Ongoing mentorship of youth participants (via correspondence, visiting rehearsals and programs)
- Ongoing communication and coordination with mentors and program facilitators

### Administrative

- Work with the General Manager to write, administer and report on grant applications
- Research new development and fundraising opportunities to support the organization's artistic programming
- Gather and organize information for reporting purposes and measuring impact
- Steward current partnerships and pursue new partnerships with theatre companies and organizations
- Organize outreach visits and workshops with local schools and youth organizations
- Attend Paprika's staff meetings
- Co-manage and provide mentorship as necessary to the executive staff team
- Contribute to the creation and distribution of all marketing materials
- Assist the General Manager in the creation of an operating and program-specific budgets

### Requirements

#### Ideal Qualities and Interests

- Outstanding leadership and communication skills and confidence working alongside peers, youth, and established artists
- Knowledge of the theatre and broader arts ecology at a municipal, provincial, and national level
- A demonstrated dedication to accessibility and inclusion in your personal leadership and artistic practices and a passion to continuing to grow in these areas
- Experience producing theatre and/or community events on a large scale

- An interest in working with young people of all abilities from all cultural and economic backgrounds
- Exceptional time/project management abilities and professional writing skills
- Experience in theatre-making, dramaturgy, and new play development is an asset
- Training or experience in arts education is an asset
- The ability and dedication to be a powerful, active advocate for Paprika within the industry and wider community

This position is approximately 15-18 hours a week, with reduced hours in the summer months.

Typical peak work-periods include:

1. Mid-August to late October
2. Late-November to the winter Holiday break.
3. Mid-March to Festival (May)

Due to Paprika's youth-led nature, the ideal candidate will be under 30.

Paprika is an equal opportunity employer and prohibits discrimination and harassment of any kind. Paprika is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. Paprika will not tolerate discrimination or harassment based on race, colour, religion or belief, sexuality, gender expression, family or parental status or any other legally protected grounds. Paprika encourages applicants of all ages.

Accommodations are available throughout the hiring process.

### How to Apply:

In order to apply for this position, please email your cover letter and resume in a single PDF to [board@paprikafestival.com](mailto:board@paprikafestival.com) by March 12 at 11:59pm ET with the subject line "Artistic Producer Application". Late submissions will not be accepted.

For questions or access requests related to the application process, please contact Naz Afsahi at [board@paprikafestival.com](mailto:board@paprikafestival.com)

Paprika thanks all applicants in advance. Only those candidates selected for an interview will be contacted by email.

Please note: First round interviews to take place in Spring 2021 over Zoom.

Contact Info:

Name: Naz Afsahi

Email: [board@paprikafestival.com](mailto:board@paprikafestival.com)

Website: [www.paprikafestival.com](http://www.paprikafestival.com)