

## **PAPRIKA FESTIVAL ARTISTIC PRODUCER**

**Deadline:** Monday, March 13, 2017 at 5PM

**Term:** Part-time, with possible renewal – July 1 to June 30, with training hours beginning in April 2017

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We're looking for an exciting young producer to join Paprika's leadership team!

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

### **ABOUT US**

For the past 16 years the Paprika Festival 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. All of our programs include a strong focus on mentorship and training, and we are guided by four core values of accessibility, artistic development, community, and youth leadership.

### **JOB DESCRIPTION**

The role of Artistic Producer ("AP") for Paprika Festival 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 both theatre creation and theatre production. It is ideal for an emerging leader with substantial time and willingness to extend themselves beyond the parameters of this job description.

The primary work of the AP is to co-run the operations of Paprika Festival. They function as a resource point for teenagers and young adults looking to share their own artistic material. The AP is a connector 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 shares the administrative workload for the organization, including grant writing, contract negotiation, production resourcing, marketing, and fundraising. This partnership is critical to a healthy management structure, which includes three to four other part-time administrative collaborators on the executive team.

### **DUTIES**

#### **Artistic**

- Hire all artist mentors, facilitators, guest artists and program leaders
- Coordinate participant interviews
- Co-Manage internal / external festival partnerships
- Liaise with participants and mentors throughout the year
- Curate artistic programming in the Festival and create Festival schedule

#### **Administration/ Technical**

- Attend Paprika's bi-weekly staff meetings and all Paprika programming
- Co-Manage the executive staff team
- Work with the General Manager to manage festival coordination, grant applications and marketing materials
- Organize outreach sessions and workshops with local schools and establish community relationships
- Hire and supervise the duties of the Production Manager, Lighting Designer and other technical staff

#### **Requirements**

- Strong leadership and management abilities with a passion for community engagement/outreach
- An interest in working with young people of all abilities from all cultural and economic backgrounds
- Formal training or experience in the field of arts education is considered an asset
- A familiarity with the public school system or direct contacts in the formal education system is considered an asset and experience producing large scale theatrical ventures or festivals
- Experience with budgeting and working with a board of directors
- Knowledge of best practices in arts organizations is an asset
- A true understanding of equity in the arts and the importance of diversity

### **HOW TO APPLY:**

Send cover letter/ resume to [recruitment@paprikafestival.com](mailto:recruitment@paprikafestival.com). Paprika thanks all applicants in advance. Only those candidates selected for an interview will be contacted. Paprika is an equal opportunity employer. We encourage applications from culturally diverse applicants and all other equity seeking groups.