



## We're Hiring!

### Festival Producer - Maternity Leave Coverage | Paprika Festival

**Application Deadline:** January 29, 2021, 5PM

**Start Date:** March 15, 2021

**End Date:** June 15, 2021

**Position:** Festival Producer - Maternity Leave Coverage

**Fee:** \$3000.00

**Region:** Downtown Toronto, ON

**Term:** Contract

### Organization Description

#### Paprika Festival

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

### Job Description

Reporting to the Artistic Producer and General Manager, the Festival Producer will be responsible for the final planning and execution of the 2021 Paprika Festival. The planning and execution will be based on the plans already put in progress by the Artistic Producer prior to her maternity leave. This role supports the Artistic Producer's portfolio and will work closely with all other members of Paprika's executive team. The role will include providing insight and support to mentors, facilitators, and participants. This position offers an excellent opportunity to take on a leadership role in program coordination, arts mentorship, and delivering a youth performing arts festival.

**Contract dates:** March 15, 2021 - June 15, 2021; this is a short term contract without the possibility of extension.

**NOTE:** The candidate shall be available to work the hours and fulfill the duties as detailed. Paprika and the candidate acknowledge that hours are flexible, which may result in an increase during busy periods and a decrease during slower programming periods.



### **Role + Responsibilities:**

- Oversee production timelines for Festival production; provide support to artists to maintain production timelines.
- Oversee production of all outdoor and digital events and programming
- Assist in securing space for rehearsals, filming, and other activities pertaining to Festival programming
- In collaboration with Production Manager, Special Events Producer, and Festival Lighting Designers, schedule and coordinate tech week and festival week
- In collaboration with the Artistic Programs Manager and Special Events and Programming Producer, provide support to mentors, facilitators, and participants leading up to the festival
- Manage the tracking of contracts, agreements, and invoices for programming relevant to the festival.
- Manage rehearsal space bookings and scheduling for all training programs, excluding the Indigenous Arts Program
- Full participation in Tech Week and Festival Week events (May 24 - June 6, 2021)
- Create and execute front of house plans including selection and coordination of volunteers.
- Assist with recording data and reporting for grants and sponsors.
- Assist in additional administrative tasks as agreed upon by both parties. Any additional duties in alignment with the Contractor's role.

### **How to Apply:**

Please send a resume, cover letter detailing why you would be a good candidate for this position in a single PDF.

Please send your single PDF to Daniel Carter, General Manager, via **daniel@paprikafestival.com** with the subject line: "Applicant, Festival Producer." Applications are due by 5PM on January 29, 2021