

**FULL-TIME POSITION AVAILABLE FOR
PRODUCER
START DATE: March/April 2025**

THE ORGANIZATION

About Soulpepper Theatre Company:

At Soulpepper, we believe our stories connect us. Based in Toronto, a meeting place of dazzling cross-section of humanity, we are guided by the plurality and vitality of this city. Our programming spans genres, from reinterpreting the classical repertoire to celebrating music and introducing new works by emerging voices. We are redefining what it means to be a theatre company by throwing open our doors to welcome everyone to access the transformative power of theatre. In becoming a buzzing hub of activity where all are invited and everyone feels a deep sense of belonging, we will take our artistic craftsmanship to new heights and help Toronto become a healthier, more socially connected city. Through the art on our stages, the amplifying effect of rich partnerships and innovative engagement programs, we are at once fulfilling our social purpose and building a sustainable future for Soulpepper and the communities we serve.

Soulpepper and Young Centre are committed to pursuing Radical Inclusion. Applicants of all experience levels are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, 2SLGBTQIA+ and Disabled persons.

THE POSITION

Reporting to the Executive Producer, the Producer will complete a team of two full-time Producers and an Associate Producer, and will work collaboratively to interpret, promote, and execute Soulpepper's programming vision. This Producer role will lead on a variety of Soulpepper's programming, special events and presentations. It will also cover other assigned business with the day to day producing operations of Soulpepper.

KEY RESPONSIBILITIES

- Coordinate and act as lead Producer on projects and events for Soulpepper's artistic activity including, but not limited to, concerts, touring initiatives, festivals, digital film and audio projects, workshops and readings, and Mainstage productions (as divided between the department, and assigned by the Executive Producer).
- Liaise with all Associations and Unions connected to the producing department. These Associations and Unions include, but are not limited to, CAEA, TMA, PACT, TAPA, ACTRA, ADC, IATSE, PGC.
- Negotiate offers and contracts with artists and co-producing organizations as directed by the Executive Producer
- Participate in the development and management of the program budget as directed by the Executive Producer

- Work with the Associate Producer to coordinate casting initiatives.
- Issue Artist contracts and manage payroll administration for those contracts.
- Work closely with the Finance department to ensure the timely execution of payments as it pertains to playwright licenses, royalties, and commission Agreements.
- Work closely with Marketing and Education/Community Outreach on various artistic initiatives for current programming
- Work on a variety of company management duties, such as: booking travel, accommodations, logistics for touring artists, etc. for various programs
- Maintain strong relationships with various co-producing entities for programming throughout the season
- Collaborate with the Development department on fundraising initiatives and events as requested and available.
- Participate in selection of and supervising programming interns and assistants.
- Attend Soulpepper / Young Centre performances, receptions and events as required
- Demonstrate a commitment to Radical Inclusion, working to ensure that Soulpepper's values manifest themselves in the department's work.

SKILLS AND EXPERIENCE

- Demonstrated experience working in arts management in a professional or independent theatre context.
- Some experience with company management, project management, contract administration, and budgeting.
- Grant-writing experience an asset.
- Special event planning an asset.
- Theatre touring experience an asset.
- Excellent time management, organizational and administrative skills
- Strong interpersonal, oral/written communication, analytical and problem-solving skills.
- Self-starter, detail oriented, flexible, ability to work independently as well as in a team environment
- Advanced computer skills in Microsoft Outlook, Word and Excel
- Ability to thrive in a fast-paced work environment with multiple deadlines
- Excellent planning and organizational skills with a demonstrated attention to detail and accuracy

- A passion for theatre and live performance

WORKING CONDITIONS

- Performs most duties in a regular office environment.
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work will occur outside of regular office hours including some evenings and weekends.

COMPENSATION

Salary \$60,000-\$65,000

Health and dental benefits

HOW TO APPLY

Soulpepper is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, sexual orientations, and abilities. Soulpepper is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs. We thank all candidates for their interest, however, we will only contact those selected for interviews.

Please email a resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization no later than

February 25, 2025

Please quote **PROD2025** in the email subject line when applying via email to:

producinghiring@soulpepper.ca