

TARRAGON

JOIN OUR TEAM!

Job Posting: Associate Producer, One Year Contract, Possible renewal

Start Date: Immediate

FT Salary: \$52,500 + benefits

About Tarragon:

Founded in 1970, Tarragon Theatre creates, develops and produces new Canadian theatre that reflects and illuminates the diversity and complexity of the contemporary human experience. We seek to create theatre that investigates artistic form, which may incorporate non-traditional practices and methods of storytelling, and may integrate other disciplines such as movement, music or non-text based performance – all toward creating enriching and provocative theatre experiences for the artist and audience. Our philosophy is to create an environment that fosters artistic discourse within the ecology of Canadian theatre, new play development and dramaturgy practice. We open our doors to celebrate and learn from the scope of voices that make up our country and the various artistic practices that resonate within them. To that end, Tarragon is equally a hub for creation and development as it is a production company, with the ultimate goal of creating a meaningful experience for our artists to thrive and bridge their ideas from concept to realization. Our rehearsal halls and theatre spaces are used extensively by the arts community for the creation and production of new work.

About the Position:

An integral role in Tarragon's producing and administrative work, the Associate Producer will support the theatre's short and long-term planning and program delivery.

You are a dedicated theatre practitioner, with an interest in supporting the artistic and administrative functions of Tarragon. You enjoy working in a fast-paced, artistically engaging, and collaborative work environment.

Reporting to the outgoing Managing Director and then incoming Executive Director, the **Associate Producer** is responsible for:

- Contracting artists as required.
- Liaising with all artists' associations to maintain Tarragon's good standing, e.g. CAEA, Re- Sound, SOCAN and PGC.
- Creating and tracking invoices and artists' payments.
- Completing and distributing royalty reports to playwrights and their representatives, in consultation with the Associate Artistic Director.
- Basic bookkeeping for Accounts Payable and Accounts Receivable in Quickbooks.
- Ongoing liaising with payroll and financial management team.
- Managing and maintaining all office supplies and equipment.
- Coordinating ongoing facility needs, with the Director of Production.
- Coordinating the IT needs for the theatre and staff.
- Providing support to staff as required in the fulfillment of the theatre's administrative needs/functions.

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Qualifications and Skills:

- A diploma/ degree or its equivalent in arts management, producing or theatre practice.
- Proficiency in MS Office, especially with Microsoft Word and Excel, database experience and some basic knowledge of bookkeeping software (we use Theatre Manager and QuickBooks).
- Strong communication and interpersonal skills.
- Ability to negotiate competing priorities and complete work in a timely manner.
- Flexibility to adjust work schedule to evenings and/or weekends as required.
- Compassion and a sense of humour.

To apply, please send **by email**, a cover letter and resume with references in a single pdf to Andrea Vagianos, Managing Director at Tarragon Theatre, c/o jobs@tarragontheatre.com, 30 Bridgman Avenue, Toronto, ON M5R 1X3. Please use the subject: **Associate Producer Application**. The application deadline is **Wednesday, May 1, at 5:00 p.m.**

Tarragon Theatre believes in a richly inclusive working environment and welcomes applications from all qualified candidates. If you need accommodation pertaining to accessibility at any stage of the application process, please do not hesitate to make a request.

We thank all applicants for their interest in Tarragon Theatre, however only those selected for an interview will be contacted.

For more information about Tarragon, please visit our website: www.tarragontheatre.com