

TARRAGON THEATRE

JOB POSITING

POSITION:	Artistic Producer
DEPARTMENT:	Artistic & Administration
EMPLOYMENT:	Full-Time, Permanent
START DATE:	January 5, 2026
SALARY RANGE:	\$53,000 - \$57,000
APPLICATION DEADLINE:	October 31, 2025
LOCATION:	Toronto, Ontario, Fully On-site

ABOUT TARRAGON

Tarragon Theatre is a creation and playwrights' theatre. We develop, produce, and present premiere productions that investigate artistic form, offering enriching and provocative theatre experiences for the artist and audience. For over fifty years, our mission has been a foundation within 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. Tarragon is equally a hub for creation and development as it is a production company, with the ultimate goal of creating a meaningful environment for artists to thrive and bridge their ideas from concept to realization. For more information visit www.tarragontheatre.com

Tarragon is a member of the Professional Association of Canadian Theatres and therefore operates under the Canadian Theatre Agreement, Associated Designers of Canada Agreement, and the Playwrights Guild of Canada Agreement. Tarragon employs members of IATSE Local 58 and 828.

POSITION OVERVIEW

Tarragon Theatre is currently seeking a highly organized, creative, and diligent individual to join our Artistic & Administration team. Reporting to the Executive and Artistic Directors, the Artistic Producer works collaboratively with the Associate Artistic Director, the Director of Production, the Associate Producer, and the Education & Community Access Manager, playing an integral role to Tarragon's producing structure in order to uphold the company's mission of supporting artists, and creating professional theatre to exceptional quality.

The ideal candidate:

You are a dedicated theatre practitioner, with an interest in upholding the artistic and administrative functions of the Tarragon. You enjoy working in a fast-paced, artistically engaging, and collaborative work environment, and have experience producing under the CTA, ADC, and PGC agreements.

- Excellent time management and prioritization skills;
- Organized, results, and detail oriented;
- Interest in working with artistic and creative personnel, and support them in creative processes;
- A strong advocate for Tarragon's mission and impact.

HOURS OF WORK

40 hours per week, typically 9:30am - 5:30pm however some evening and weekend hours will be required due to the nature of a live performing arts organization.

JOB DESCRIPTION

- Under the management of the Executive and Artistic Directors, prepares, drafts, and executes all artistic personnel budgets as related to season planning (productions, tours,)
- Negotiate offers with artist/agents, drafting and distributing contracts, setting up and overseeing payroll to accuracy for playwrights, directors, performers, and all artistic personnel engaged for workshops, readings, and productions (some exceptions apply);
- Create and track invoices and artists' payments;
- Book travel, accommodations, and general company management duties, as needed
- Complete and distribute royalty reports and payments to playwrights;
- With the Associate Artistic Director and Education & Community Access Manager, oversee and execute community and residency programs, as directed;
- Support in set up and strike of space needs for new play development activities
- General administrative support to new play development activities (distribution of schedules, printing of scripts, etc.)
- Support grant-writing and reporting, to include the coordination of all applicable statistical record-keeping for CADAC and each level of government, i.e. Canada Council, Ontario Arts Council, Toronto Arts Council, and others;
- Ongoing liaising with the bookkeeper on the theatre's weekly financial needs;
- Close management of artistic resources and adherence to budgets and timelines in the execution of productions and programming;
- Reconcile artistic financials monthly to accuracy and by deadline;
- Support to other staff and departments as required in the execution of Tarragon's events (opening night, season launch, ancillary events, etc.)
- Serve as an ambassador to Tarragon at on and offsite events, and while attending industry related events.

QUALIFICATIONS

- A minimum of 2 years of theatre administration experience with specific experience producing under the CTA, ADC, and PGC agreements, as well as experience creating and maintaining budgets to accuracy;
- Meticulous budget management skills;
- Capable of executing necessary business relations on behalf of the organization with accuracy, efficiency, emotional intelligence and critical thinking;
- Exceptional interpersonal skills, and interest in working with artists collaboratively;
- Ability to manage competing interests and navigate priorities;
- Experience managing multiple concurrent projects with competing and unpredictable schedules;
- Experience balancing institutional priorities with staff capacity;
- Negotiation experience;

- Strong understanding of time management and ability to complete tasks/projects on deadline;
- Superior oral and written communication skills and keen attention to detail;
- Proficiency in MS Office;
- Proficiency in Google Workspace;
- Ability to adjust working hours when required to realize the needs of the role;
- A strong team-player approach with willingness to be flexible and pitch-in where needed.

COMPENSATION PACKAGE

Salary Range \$53,000 - \$57,000

Paid Vacation

Group Health Benefits

RRSP Benefits after one year of employment

DEADLINE TO APPLY

October 31, 2025 - 11:59pm

HOW TO APPLY

Please send a cover letter and resume with references in a single PDF to Tarragon Theatre, c/o jobs@tarragontheatre.com, subject: Artistic Producer 2025

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.