



Producers of OUTstages, Incoming Festival, Victoria Fringe, Metro Studio & Intrepid Theatre Studio
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Intrepid Theatre Producer

Preamble

At Intrepid, we realize that applying for jobs can be intimidating. As a company that regularly works with emerging and developing artists through mentorship, we know that someone, who may not have the exact skills or education posted, can learn and incorporate their own past experience and knowledge to the position. If you feel that you don't meet the exact skills and experience listed below but are excited and intrigued at the opportunity, we encourage you to apply! Let us know what has drawn you to the post and what you personally can bring to the position. Some past experiences that might seem like they are not relevant can be exactly what is needed.

We look forward to hearing about you and thanks for wanting to work with us!

Who We Are

Intrepid Theatre is an independent theatre company that produces the Victoria Fringe Festival, OUTstages Festival, the new Incoming Festival (launching in April 2023), the Intrepid Presents Series and various year-round programs that benefit local and emerging artists, and the theatre community at large. Intrepid is committed to employment equity and diversity. We encourage applicants from equity-seeking communities and intersecting identities to apply. We are committed to providing staff with a work environment free of discrimination and harassment, and fostering an inclusive and supportive workplace.

See intrepidtheatre.com for more information.

Location: Victoria, BC, Canada (downtown)

Number of Positions: 1

Wage: \$50,500/annually

Application Deadline: January 31, 2023

Contact E-mail: Sean Guist / jobs@intrepidtheatre.com

Shifts/Hours: 35 hours a week. This position will be required to work some evenings and weekends.

Who You Are

You:

- have experience or interest in festivals, live performance (theatre), the arts and community events.
- are eager to learn more about and contribute to a fun, safe and inclusive environment.
- are comfortable working in or learning Google Suite and an online ticketing platform.
- enjoy communicating, planning, problem solving, being detail oriented and working in creative, adaptive environments.
- are passionate about access, equity, diversity and inclusion
- may have experience with artist relations, customer service, project management, box office, front of house, producing and/or accessibility in the arts.
- may have experience producing independently or as part of a producing team at any scale, from indie Fringe tours to large touring companies.

- may have experience coordinating festival schedules, stage management, event management, or touring productions.

The Producer supports the artistic direction of the company in the following ways:

- Producing events including the Victoria Fringe Festival, year round workshops, residencies and productions.
- Is the lead staff member working on and producing the Victoria Fringe Festival and its events year-round
 - Executing contracts and related scheduling/logistics
 - Managing production-related communications/marketing.
 - Assisting senior staff with the overall operations of the company.

Description of Activities

- Produce the annual Fringe Festival and ancillary Fringe events: planning, budgeting, scheduling, onsite management, vendors, and artist communications
- Be the staff lead on all Fringe related activities year-round, including: media interviews; artist inquiries; managing artist applications and lotteries; liaising with other Fringe Festivals and the Canadian Association of Fringe Festivals
- Coordinate artist travel and accommodations for all Intrepid Theatre events
- Update and create artist resources and coordinate artist workshops
- Coordinate festival venues
- Work collaboratively with other departments to support program delivery
- Create and develop festival schedules with management team
- Provide FOH support and troubleshooting for Intrepid events
- Giving input on Equity, Diversity and Inclusion and Accessibility for events
- Supervise and oversee Fringe Front of House seasonal staff
- Provide administrative support to the Artistic Director as may be needed
- Advocate for safe, inclusive festival environment as part of Intrepid Theatre's Safe(r) Spaces Policy

This position reports to the Artistic Director and works closely with the Production Manager and Managing Director.

WHAT WE OFFER

Benefits package and three paid weeks vacation per year

Some Flexibility with hours (depending on events and festivals) and ability to work from home on occasion

Opportunities for Professional Development

Commitment to providing staff with a work environment free of discrimination and harassment

An inclusive and supportive workplace

There may be funds available to cover some relocation costs.

Application Process

Anyone applying can request a pre-application informational chat with the Artistic Director, Sean Guist. All applicants will be sent an email letting them know the status of their application; all of those who are offered an interview will be notified of hiring decisions. To apply, submit a resume and either a one page cover letter, or an up to 5 minute video or voice recording to Sean Guist: jobs@intrepidtheatre.com.

Applications will be accepted until January 31 at 5:30pm.