We’re Hiring

Associate Producer

Apply Now!

Date Posted: May 22, 2023

End Date: July 30, 2023

City: Thunder Bay

Term: 30 hours/week

**Organization:**

Superior Theatre Festival is a not-for-profit organization in Thunder Bay, Ontario. It presents a multidisciplinary arts festival that advances the appreciation of the arts by showcasing high-caliber contemporary work, programming work that celebrates our Northern Voice and creating enriching opportunities through arts education and dialogue.

**Requirements:**

* must be a student aged 15-30yrs old that is registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
* this student should be studying Arts Administration, Business Administration or Small Business Development
* must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
* must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Tasks and Responsibilities:**

* to support a local summer festival by overseeing daily operations for the organization: production, operational, marketing, outreach and fund development activity
* all tasks and responsibilities are undertaken in coordination with the Artistic and Managing Director of STF
* Organizational or producing skills from previous work and asset

Note: this job will require internet access and a computer. STF is dedicated to ensuring this position is accessible to all candidates, so if you do not have the above, please reach out and let us know so that we may seek appropriate accommodation.

**Apply to:**

Donna Marie Baratta at [superiortheatrefestival@gmail.com](mailto:superiortheatrefestival@gmail.com)

Please send resume with references and a cover letter that states why you want to work with Superior Theatre Festival.

STF is dedicated to providing equal opportunities for all applicants, but priority will be placed on candidates who identify as Indigenous and/or underrepresented communities.

**Note:**

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Specific duties include:

* prepare, monitor and revise the operating budget in conjunction with the Artistic and Managing Director
* oversee the schedule of workshops and productions
* coordinate and supervise box office and volunteers, as necessary
* Outreach with community partners and audience
* assist contracting all self-employed contractors
* negotiate and manage bookings and rentals
* devise and implement a fundraising plan: managing corporate sponsorship, individual donor campaigns and/or special fundraising events
* ensure proper stewardship of current donors and sponsors
* devise and implement a strategic marketing plan
* manage marketing resources and budgets
* represent the company in the community at events and performances
* create community engagement opportunities to build and develop audience and awareness of the company