



## **FESTIVAL OF ANIMATED OBJECTS - MARCH 13-17, 2017**

**TITLE:** Assistant Producer

**REPORTS TO:** Executive Director

**JOB TYPE:** Contract

**START DATE:** October 1, 2018

**END DATE:** April 31, 2019

Pulling strings and carving out details the Assistant Producer plays a pivotal role in the development, planning and delivery of the 2019 Festival. Working with the Executive Director you will help organize core festival logistics across all departments supporting a diverse range of projects and assist where needed in the office or on-site at the festival.

### **PRINCIPAL RESPONSIBILITIES**

- Be the first point of contact for all general enquiries relating to the festival
- Be primary point of contact for our partner venues and participating artists
- Coordinates all details pertaining to artists, artist travel, artist accommodation, venues, technicians, front of house, hospitality, and programming partners.
- Maintain festival schedules, systems and operating procedures to ensure the effective delivery of the IFAO including creating and maintaining databases, event grids, artist itineraries, artist rehearsal schedules, travel and accommodation schedules and other scheduling as required
- Liaise regularly with contracted artists/agents regarding their engagement at the Festival (eg marketing materials, production information, travel and dietary requirements).
- Liaise closely with local arts and community partners for cross promotion initiatives to ensure clear agreements and terms are developed and delivered and positive relationships maintained
- Work collaboratively with community and arts organizations and other stakeholders to facilitate maximum activity possible around IFAO
- Provide briefing information to key service providers and key festival personnel and volunteers to support the smooth running of the festival.
- Provide production with artist technical requirements including updates by artists
- Develop and implement a ground transport schedule for artists across the festival and coordinate a team of artist handlers to support effective artist movement across the festival
- Coordinate bookings for airfares, accommodation & freight for artists and provide accurate travel and accommodation schedules.
- Liaise with Marketing and Publicity to ensure media and publicity calls are included in artist itineraries.
- Ensure artist itineraries and schedules are kept up to date at all times
- Reach out into Calgary and the wider community to help publicize, advocate and build relationships with audiences and potential future collaborators
- Manage Sponsorship benefits spreadsheet and assist in stewarding partners and

- sponsors ensure all sponsorship benefits are fulfilled
- Draft artist payment schedules and monitor payments to artists
- Process payment of all invoices as required ensuring actual expenditures are tracked and compared against forecast budget. Report variances to Managing Producer
- Document and process petty cash requirements and travel for festival and the Festival Director
- Draft reports as required by the Executive Director including statistic collation, grant applications, award submissions and internal documents
- Provide assistance to other departments and from time to time undertake administrative processes
- Solicit and Collect letters of support from Governing bodies
- Facilitate communication flow between IFAO staff by ensuring that relevant information has been passed on to appropriate departments in a timely manner
- Perform any other duties as directed by Executive Director
- Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
- Report any unsafe working conditions or practices, which could adversely affect your or any others', health and safety.
- Acting as an Ambassador for the Festival

## **EXPERIENCE AND QUALIFICATIONS**

- Superior organizational skills
- Excellent communication skills and the ability to liaise with a wide range of people, including artists, the general public, volunteers, technical and venue staff
- Solid work ethic and ability to work independently, willing to take the initiative to get things done
- Hands-on individual capable of planning, executing and completing deliverables on time
- Capacity to manage multiple priorities while maintaining strong attention to details
- Ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, committed team
- Experience in working within a festival environment
- University/post-secondary education
- Proficiency with MS Word, Excel
- Passion for creative arts essential

## **KEY RELATIONSHIPS**

- Executive Director
- Artistic Directors
- Volunteer Coordinator
- Marketing and Communications Manager