



Anything Goes Theatre  
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## **Calgary Fringe: Director of Artist Services**

Calgary Fringe is looking for our next Director of Artist Services (DoAS)!

### **About the Calgary Fringe**

The Calgary Fringe offers Calgarians an opportunity to build community through the theatrical arts by offering inclusive and accessible arts programming, and by fostering an environment of artistic freedom and expression. We strive to support theatre artists and arts workers by providing work opportunities within our annual summer Fringe Festival and by providing professional growth and development opportunities through our Fringe U(niversity) Artist Self-Producer Professional Development workshops and Arts Workers' Mentorship programmes. It is a welcoming community where values of equality, non-discrimination, and diversity are actively promoted by all.

### **A Good Match**

You are an early career arts producer ready to transition into a mid-career position. You're looking to start your first management position with an organization equipped to support this career growth. You're excited about initiating special projects and determining your own leadership priorities.

Advocating for artists is something you are passionate about and you are always looking for new/better ways for organizations to support their teams.

You are an excellent listener, warm host, and thoughtful systems-thinker.

### **About the Position**

The DoAS is designed to be a bridging opportunity, providing an early-career arts professional with departmental leadership experience and support pursuing an individualized learning plan within their role. The DoAS will usually complete a 5-year term, and then be ready to transition in the next Director of Artist Services.

The DoAS works alongside all festival staff, the board of directors, and festival volunteers. They often interact with audiences. In some cases, the DoAS may take on supervising responsibilities, but they are generally more of a collaborator and connector. They are responsible for supporting, hosting, and advocating for our festival artists and are empowered to decide what that means and how best to achieve it. Our artists are a mix of local and touring productions, from first-time productions to established touring professionals. This position reports to the Executive Director, Michele Gallant.

### **Minimum Qualifications**

- Experience producing performing arts events (independent and/or organizational)
- At least some touring/out-of-town performing arts experience (preferably on the Fringe circuit)
- Knowledge in and on-going commitment to anti-oppression for the arts

### **Responsibilities**

- **Community-Building:** Connect with festival artists to build relationships and knowledge exchange on behalf of the Calgary Fringe.
- **Consultation:** Evaluate and advise the Calgary Fringe on ways to improve the artist experience and best practices in supporting artists as an organization and festival.
- **Departmental Direction and Strategy:** The direction, priorities, and special projects of artist services are your responsibility to identify and execute.

### **Tasks**

- **Off-Season:**
  - Consult with the Executive Director as needed on programming, services, and organizational decisions; representing artists' voices and perspectives on these decisions.
  - Design and execute one special project/year to advance the vision and mission of artist services.
- **Festival:**
  - Facilitate artist events such as Check-In, Artist Mixer, etc.
  - Attend all shows on behalf of the Calgary Fringe
  - Host artists on-site, ensuring everyone feels welcome, included, and has someone to connect with. A local-guide and community-builder.
  - Advise artists on the logistics of independent producing within our festival and on the Fringe circuit generally. When requested, offer tips, best practices, and resources.
  - Artist Survey: Write and administer a formal Artist Survey each year.
- **Post-Festival**

- o Artist Services Annual Report: Write and submit a final report to the Festival Director as part of the larger Festival Annual Report. Consisting of:
  - Summary and key take-aways from the Artist Survey.
  - Informal artist feedback collected during conversations and exchanges throughout the festival.
  - Observations and suggestions from the DoAS, pulling from what other festivals are doing, their own notes throughout the festival, best practices in performing arts and anti-oppression frameworks, etc.

### **Hours and Schedule**

- Seasonal, contract position with the desire to renew from year to year.
- Occasional off-season hours are necessary throughout the year, but the majority of the contract spans the production dates of the festival (approx. end of July to middle of August).
- The DoAS generally manages their own schedule/hours, but must be available for all key festival events (ex. Artist Check-Ins, Artist Mixer, attending shows, etc.)
- The festival runs weekdays in the evening and from noon to late on weekends.
- Activities are intended to remain within organizational and individual capacity. This role is designed to balance professional opportunity for the DoAS alongside their individual capacity.

### **Training and On-Boarding**

An initial orientation before the festival will help familiarize the new DoAS with the festival's internal operation. Training will be tailored to the successful candidate's needs and experience-level.

The out-going DoAS, Savanna Harvey, will conduct hands-on training during the festival dates and the new DoAS will shadow her for the first half of the festival. In the second half, the new DoAS should be confident operating independently. Both Savanna and Michele are available throughout the festival for on-going questions and support.

### **Compensation**

- First year:
  - o Honorarium of \$1000
  - o Professional Mentorship
  - o Festival Pass
- Subsequent Years:
  - o Honorarium of \$2,000
  - o Festival Pass
  - o Professional Mentorship
  - o Professional Development and Special Projects:
    - As this position is designed for professional growth, the Director is happy to support the DoAS with grant and/or program applications. The DoAS position has a successful track record securing resources/opportunities for self-directed learning plans and projects.

### **Application Process**

Please complete [the online application](#) and submit. DEADLINE FOR SUBMISSIONS: end of day June 15, 2022. Applications will be notified of the results beginning of July.

If this application process poses barriers to you, please email Michele Gallant (she/her), Executive Director at [michele@calgaryfringe.ca](mailto:michele@calgaryfringe.ca) to discuss an alternative method of application as soon as possible.

**ALL ARE WELCOME!** The Calgary Fringe celebrates creative freedom by providing artists and the community at large unique opportunities to participate in affordable, inclusive, unbiased theatre; it is a place that encourages creative ideas, innovative thinking, open dialogue, and meaningful exchange. When all people are included and see themselves reflected in our mission, we can transform our communities, our institutions, and our world into better places for everyone.

**LAND ACKNOWLEDGEMENT:** In the spirit of respect, reciprocity and truth, we honour and acknowledge the traditional Treaty 7 territory of the Blackfoot Confederacy: Siksika, Kainai, Piikani, as well as the Îyâxe Nakoda and Tsuu T'ina nations. We are situated on the land where the Bow River meets the Elbow River, and the traditional Blackfoot name of this place is "Mohkinstsis" which we now call the City of Calgary. We acknowledge that this territory is home to the Métis Nation of Alberta, Region 3 within the historical Northwest Métis homeland. Finally, we acknowledge all Nations - Indigenous and non - who live, work and play on this land, and who honour and celebrate this territory. We are all Treaty people.

### **Timeline**

- May 10, 2022: Call opens
- June 15, 2022: Call closes
- Beginning July: Hiring process completed, all candidates will be contacted
- July 20, 2022: Approximate on-boarding start
- July 27 - August 6, 2022: Festival production dates