

Associate Artistic Director

Theatre Calgary is seeking an energetic and collaborative individual to fulfil the role of Associate Artistic Director. The Associate Artistic Director (AAD) will facilitate the artistic vision of the Artistic Director (AD) while assisting them in maintaining the topmost production and artistic administrative standards for the department and the company.

The AAD will uphold strong communication channels within the organization so that the objectives of the Artistic/Production department, are understood by the entire organization including programming, casting, and artistic initiatives.

The AAD will also serve as a public face of Theatre Calgary both locally and nationally. Reporting to the AD, the AAD will serve as a member of Theatre Calgary's senior management team. They will work closely with the Executive Director, Director of Artistic Operations, Director of Finance, Director of Marketing & Communications, Director of Development, Production Manager, Technical Director, Company Manager, Assistant Technical Director, the Staff, and the Board of Directors to uphold and express the artistic vision of the company.

Duties and responsibilities

- Responsible for submitting casting considerations for the season and any auxiliary productions by regularly scouting local talent; managing all details of CAEA auditions, and generals; collaborating on all casting and creative team decisions
- Be a key voice in season planning, generating ideas for creative team selection, and participating in the discussions regarding the creation of the annual budget and season calendar
- Read, report, and manage new play and musical submissions, and serve as acting producer for the TD "Page 2 Stage New Works Festival", including readings and workshops.
- Serve as artistic support, alongside the AD, during tech rehearsals, previews and the run of all productions
- Produce wrap-around programming as appropriate (including post-show talkbacks, pre-show events, artist conversations, etc.)
- Work alongside senior management team members as a strategic thinker on short and long-term organizational issues
- Manage current and future artistic initiatives including "High School in Residence," and "Broadway Dreams", as well as the TC Mentors program
- Support marketing, outreach, audience engagement initiatives, and development activities as appropriate
- Stay current about industry activity focusing on new work, new people, and new initiatives
- Be an ambassador for Theatre Calgary and our work both locally and nationally, and identify ways we can build community beyond the work we do on stage

Experience and Qualifications

- Minimum 9-12 years of experience in a professional theatrical discipline.
- Strong written and verbal communication skills.
- Knowledgeable of theatre practice in Canada.
- Proven ability to work well both independently and collaboratively.
- Excellent organizational, interpersonal, and time-management skills.
- Strong administrative skills with Microsoft Office, Google Docs, etc.
- Excellent problem-solving skills.
- Cultural competency with a diverse group of artists, staff, and community stakeholders.
- A passion for the arts and specifically theatre.

Working conditions

This is a salaried full-time position working year round and will require some work during evenings, weekends and holidays. Overtime worked can be banked and offered back as time in lieu.

Theatre Calgary is a member of the Professional Association of Canadian Theatres and operates within the jurisdiction of the Canadian Theatre Agreement and IATSE local 212.

Salary Range and Benefits

\$67,000 - \$73,000 per year

After the initial probationary period employees will be eligible to join our group RRSP plan with employer matching and a comprehensive healthcare program. Theatre Calgary also offers unlimited PTO at the start of employment, as well as a hybrid work-from-home policy

About Theatre Calgary

Theatre Calgary's vision is to stand amongst the best theatres globally as a leader in innovative, impactful and diverse programming. Our mission is to stimulate, provoke and delight through ambitious programming created to ignite local, national and international engagement in a sustainable manner. Theatre Calgary reflects the communities, the country, and the world we live in with ambitious programming, passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classic and contemporary plays, featuring the best artists from Calgary and across the country.

Theatre Calgary encourages applications from our diverse community. Theatre Calgary is committed to equity, diversity, and inclusion. We recognize that increasing the diversity of our staff, on all levels, is an integral to accomplishing this objective. We are creating policies, practices, and programs that work toward the goal of dismantling systemic racism. We welcome all applications from women and gender non-conforming people, people of colour, indigenous peoples, people with disabilities, people of all sexual orientations, and all others who may contribute to the further diversification of Theatre Calgary.

In the spirit of reconciliation, Theatre Calgary acknowledges that we live, work and create on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta. They were the original occupants of this land and continue to be here to this day. Theatre Calgary is grateful to have the opportunity to present in this territory.

To apply please email a letter of interest and resume by email to the attention of Stafford Arima, Artistic Director careers@theatreocalgary.com before **October 31, 2022**. All applications are held in strict confidence.

Thank you to all applicants. Only those selected for interviews will be contacted. For more information about Theatre Calgary please visit our website, theatreocalgary.com.