



Job Title: Producer

Positions available: up to 4

Company: Theatre of the Beat

Location: Toronto, ON and Remote

Salary: \$20/hr

Hours: 30 hrs/week, flexible schedule

Length of Contract: 10 weeks - with a possible short extension

Anticipated Start Date: The week of June 10th or 17th

Application Deadline: We will continue accepting applications until the job is filled. Early applications are highly encouraged.

Canada Summer Jobs (CSJ)

The following positions are made possible with the generous support of Canada Summer Jobs. Candidates must be between 19-30 years of age and be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Organization Description

Theatre of the Beat (TOTB) is a Canadian touring theatre company working to catalyze conversations on social justice and its intersection with the beliefs of the communities in which we find ourselves. Since 2011, we have been staging change across the globe by creating original social justice theatre and workshops for underrepresented populations. Through an immersive cultural exchange of grassroots theatre, hospitality, and philosophy, our company empowers its audience to work towards a just future.

We have a history of engaging with communities to discuss highly sensitive social justice topics through our productions. Our creative process is rooted in Restorative Justice principles and methodologies and we are passionate about positively affecting personal and social change. We have performed over three hundred and fifty shows in theatres, festivals, churches, universities, and prisons across North America, the United States, and The Netherlands to over 30,000 people.

Job Description

Theatre of the Beat is seeking up to four (4) Producers to work closely with Artistic Producer, Cedric Martin, in planning, scheduling, and executing events related to Theatre of the Beat's Emerging Producers Festival on August 22nd, 23rd, and 24th. Producers will gain experience in coordinating, teamwork, communication, digital skills, and leadership.

The Emerging Producers Festival is an initiative that unfolds in two phases. First, a 10-week residency program will provide hands-on training for up to four emerging producers. During the residency program, emerging producers will gain practical experience in curation, production, and community engagement from an established theatre company.

Emerging producers will witness how a theatre company creates and produces work, and be paired with experienced mentors to learn the intricacies of arts administration. Emerging producers

will be paired with one of the following mentors: Indrit Kasapi from *Theatre Passe Muraille*, Himanshu Sitlani from *Native Earth Performing Arts*, Laura McCallum from *Outside the March*, or Daniel Chapman-Smith from *Project: Humanity*.



In the second phase (festival phase), emerging producers will gain invaluable experience in every aspect of production. The producers will curate and produce a multidisciplinary theatre festival, presenting original productions on themes of social justice and community impact. They will collaborate to plan and implement the festival, while also working independently to produce their own work. Productions will include staged readings, works in progress, and fully realized one-act shows that showcase the creativity of new voices in Canadian theatre. The Festival will take place at 2174 Danforth Ave, Toronto, ON.

Specific responsibilities for the Festival include:

- Interview playwrights, directors, and other artists to hire for the Festival
- Prepare contracts for self-employed contractors and other needs
- Prepare and collect incoming and outgoing invoices
- Procure necessary equipment and book rehearsal/performance space at the Danforth Mennonite Church (Theatre of the Beat's Toronto office)
- Oversee scheduling and budgeting for the Festival

General responsibilities for Theatre of the Beat include:

- Assist the Education and Outreach Manager, Development Manager, and Communications Manager, with any of their ongoing workflows
- Work in an administrative capacity to further the company's growing vision
- Assist with implementing the artistic vision and direction of TOTB
- Take part in overseeing decisions regarding the aesthetic and philosophical values of TOTB
- Act as a public spokesperson for TOTB via social appearances, and, as requested, at fundraising events and solicitations

Preferred Qualifications and Skills

- Experience with or Education in event management, theatre, or arts administration
- Minimum 1-year work or school experience working in a performing arts and/or social justice environment
- Comfort in video chat applications including Zoom
- Strong written and verbal communication skills; must be organized, self-motivated, and able to multitask
- Knowledge of Google Drive, Google Docs, and Google Sheets
- Particular consideration will be given to candidates who demonstrate a passion and track record for empathetic and inclusive practices and working with artists from a wide variety of backgrounds, identities, and abilities
- Comfortable with flexible hours, managing own schedule, and working remotely

Our company mandate has always been to catalyze conversations on social justice and its intersection with the beliefs of the communities in which we find ourselves in. We are passionate about continuing to amplify underrepresented voices, and as such, we especially encourage and may prioritize folks who identify as Black, Indigenous, People of Colour, LGBTQ2S+, d/Deaf, Mad, Disabled/People with Disabilities, and/or Neurodiverse to submit. If you need any accommodations in applying or interviewing, including extensions please email cedric@theatreofthebeat.ca.



Interviews will be conducted virtually. Work will take place remotely and in-person, with weekly meetings at Theatre of the Beat's Toronto office. Occasional evening and weekend work as the festival schedule requires.

HOW TO APPLY

To apply please submit a **resume** and **cover letter in one pdf** to Cedric at cedric@theatreofthebeat.ca.

In your cover letter, please outline:

- Your experience in social justice or applied theatre
- Don't like writing cover letters? Send us instead a creative way to show off your writing and admin skills! A video, a puzzle, a PowerPoint presentation? We want to get to know you!
- Please also provide insight into why you are interested in working with Theatre of the Beat and any history with the company
- If you have a particular interest in working with a specific mentor you may list that as well

Submit materials with the subject line **PRODUCER - [Name of Applicant.]**

We thank all applicants for their interest in the position!

<http://theatreofthebeat.ca/>

