



Hiring: Co-Artistic Producer - TACTICS Theatre Group, Inc.

Are you passionate about the power of live theatre?

Do you believe in the potential of Ottawa's theatre community, and are you ready to contribute to our community's growth?

At TACTICS, we believe that when artists and art workers are given opportunities to create new work and tell their stories, they bring important perspectives that cause ripple effects in the community. Are you ready to play a major role in making that happen?

Then we want to hear from you!

We are seeking a dynamic leader to join our team as Co-Artistic Producer.

Position Title:	Co-Artistic Producer
Time Commitment:	8-10 hours per week*
Salary Range:	\$9,000 - 10,000 per year
Start Date:	March 1, 2022
Employment Term:	Ongoing
Location:	Ottawa, ON
Reports To:	Board of Directors (elected by the membership)
Other:	The position will be mostly work-from-home based, with in-person work to take place when needed and safety guidelines allow.

<p>Organization Profile:</p>	<p>TACTICS is a hub for independent theatre creation that celebrates Ottawa as a city of artistic development. In our curated series, we present and support the development of bold and inventive works that exploit the immediacy of live theatre and challenge traditional structures. In addition, we develop works that seek to present integrated and challenging designs exceeding the production limitations of a festival format. TACTICS also provides individual professional development, mentorship and community connection opportunities.</p> <p>Our mission at TACTICS is to nurture a local arts/theatre community where independent artists can live, thrive, and push their limits. We believe indie theatre's experimental voice is essential to a vital creative community, which is why we provide independent artists with a space to take risks, collaborate and grow their projects to the next level. We see Ottawa as an innovative and inclusive community of diverse voices, and we are committed to helping it develop its creative capacity to make engaging and astonishing art.</p>
<p>Diversity & Inclusion Mandate:</p>	<p>TACTICS is committed to inclusion and ensuring a safe, anti-oppressive and collaborative work environment for all our artists, staff and volunteers. We strongly encourage applications from BIPOC, LGBTQ+, and other communities facing systemic marginalization, and welcome members of those communities to self-identify as they feel comfortable.</p>
<p>Position Description:</p>	<p>This position will be responsible for the day-to-day management of TACTICS in collaboration with the current Co-Artistic Producer. Although primarily an administrative role, the ideal candidate will be able to provide artistic leadership in the evolution of the company in collaboration with the Co-AP and the Board of Directors, artistic mentorship to core artists and volunteers, have an excellent knowledge of Ottawa theatre, and have a passion for fostering relationships within the theatre/arts community.</p>

Description of Duties:

1) Artistic

The Co-Artistic Producers adhere to and further develop (with Board approval) the philosophical and practical artistic mandate under which TACTICS Theatre Group was founded and assists in the production and development of theatre according to this philosophy.

The Co-Artistic Producers are responsible for:

Mandate:

- ensuring that all curated productions and projects are consistent with the aims and policies of TACTICS Theatre Group
- making recommendations to the Board of Directors regarding long-range artistic policy
- fostering the continued growth and development of artistic innovation and professionalism within the TACTICS Series

Season management:

- curating a selection of varied productions and development projects which fulfills TACTICS Theatre Group's mandate
- keeping abreast of theatre trends and activities locally, including reaching out to new Ottawa artists
- reading and jurying submissions

Program 10 yearly events in the Green Room Series:

- Liaise with workshop leaders and participating artists for Green Room series events
- Provide direction and support to any Marketing staff with regards to the promotion of Green Room series events

Artistic personnel management:

- Liaising with Core Artists from selected productions and projects
- Stewarding artistic and non-artistic personnel with regards to TACTICS' artistic goals and objectives
- Providing leadership and coordination for the relationship between Core Artists and technical staff at Arts Court Theatre

2) Financial

The Co-Artistic Producers will prepare the draft annual operating budget for approval by the Board and is responsible for the management of the budget and reporting of all financial aspects of TACTICS Theatre Group, including quarterly reporting to the Board. The Co-Artistic Producers are responsible for:

Accounting:

- Hiring & supervising accounting staff and consultants, subject to TACTICS' By-laws
- Provide quarterly cash flow statements, projections, and budget comparisons to the Board
- Monitor and control revenues and expenditures to ensure that the budgetary guidelines are maintained
- Identify potential problems, concerns, shortfalls and recommend, up to 30 days after the problem has been identified, solutions to the Treasurer and the Board

Banking:

- Coordinate and facilitate auditing of TACTICS' financial records

3) Liaison with Board of Directors

The Co-Artistic Producers communicate with and report to the Board of Directors, and specifically the Chair, on a regular basis,

and attend all Board meetings. Without limiting the foregoing, the Co-Artistic Producers will provide updates to the Board on at least a quarterly basis regarding the hours worked each month by the Co-Artistic Producers.

The Co-Artistic Producers are responsible for executing the strategic plan. They will propose strategies to strengthen strategic direction and policy no less than annually. They are responsible for evaluating the degree to which the long-term artistic goals and objectives are being met, in conjunction with the Board of Directors.

4) Administration

The Co-Artistic Producers are responsible for the management of the following activities regarding TACTICS’ operations:

- Negotiates agreements (rental, insurance, etc) for theatre facilities and equipment in keeping with policies on co-signing authority and subject to TACTICS’ By-laws
- Hires any additional administrative staff on a contractual basis (ie. marketing, graphic design, photographer, accounting)
- Prepares and negotiates all production contracts (actors, directors, designers)

5) Fund Development, Marketing & Ambassadorship

The Co-Artistic Producers play a leadership role in promoting TACTICS Theatre Group. They will build positive relationships with funding sources, sponsors, patrons, contracted artists and administrative assistants, other performing arts groups, volunteers and other stakeholders.

On Funding Development, Marketing and Ambassadorship the Co-Artistic Producers are also responsible for the items below:

- Fund Development:
 - Writing and submitting grant applications
- Marketing:
 - Provide direction and support to any contracted marketing staff on promotional and communications needs
 - Participates in interviews, photos, radio, videos and television as necessary
 - Responsible for approval of official external communications such as press releases, website messages, programs, letters to sponsors and patrons, and social media campaigns
 - Oversee audience development, public relations and community outreach

Qualifications:	<ul style="list-style-type: none"> ● 3-5 years relevant work experience ● Knowledge of non-profit arts or theatre organizations is an asset ● Ability to work collaboratively and independently ● Excellent organizational and time management skills, with the ability to handle multiple projects simultaneously ● Computer literacy with working knowledge of all Microsoft Office Programs, Google Suite, Zoom, Mailchimp, and Social Media (Facebook, Instagram, Twitter)
Application Deadline:	February 12, 2022 at 5:00pm
How to Apply:	<p>Please forward your cover letter and resume to tactic.series@gmail.com</p> <p>Include the subject line: TACTICS Co-AP Search Committee</p>
Question Contact:	Questions can be sent to tactic.series@gmail.com

Other Information:

TACTICS thanks all those who take the time to apply.

Only those selected will be contacted for an interview.

Please advise us of any accommodation required to ensure you have access to a fair and equitable process. Interviews will take place via telephone/video conference.

**It is understood that the position's hours will fluctuate from week to week, but will average out to 10 hours per week.*