



JOB POSTING: CREATIVE PRODUCER

URBAN INK

Urban Ink creates, produces, and disseminates original live performance works by Indigenous and Intercultural artists.

We are hiring a Creative Producer. The Creative Producer will lead the planning and delivery of the artistic program, administer the creation of new works, plan and assess future artistic projects and touring, develop new community and artist development initiatives, and enhance existing programs. The successful candidate is a great project manager with at least three years of theatrical producing experience.

Responsibilities include:

- Producing theatre and events
- Developing partnerships
- Coordinating and facilitating the work of the design and production teams
- Hiring and contracting of artists and production teams
- Developing, managing, and reconciling production budgets
- Grant writing
- Writing and submitting final reports
- Developing, managing, and reconciling budgets

Our ideal candidate is organized, efficient and fun to work with. Has a producing track record and experience writing grants and reports. Has great communication and people management skills with a demonstrated ability to manage multiple projects on time and on budget.

Compensation:

This is a full time, two-year, employment position beginning February 1 2018. Annual salary is \$43,000 and includes three weeks holidays and extended health and dental benefits.

To apply:

Please email dawn@urbanink.ca with your resume and a letter explaining why you would be a great fit for this position and our organization. Deadline: **December 1st 2017**. We thank all candidates for applying, but we only have capacity to contact those selected for an interview.

Urban Ink is invested in making artistic work that reflects Indigenous and Intercultural diversity; We are committed to attracting and retaining diverse teams who reflect the communities in which we live and work.