

ALBERTA THEATRE PROJECTS

JOB POSTING – YOUTH ENGAGEMENT & ARTIST LIAISON

Alberta Theatre Projects is preparing for our next season of producing live, professional, contemporary theatre in Calgary.

We create world-class contemporary theatre that blurs the line between the audience and the artist, by telling the most provocative and engaging stories of our time. By embracing the intimacy and unique audience configuration opportunities of the Martha Cohen Theatre, we offer an exciting new experience for our audience with each production.

This is a very exciting time in the history of Alberta Theatre Projects as we look to the future of how our company can be a leader in new play development and producing the finest contemporary theatre that engages our community by reflecting their stories on stage. The Youth Engagement & Artist Liaison is key to this as the lead over all Youth Engagement Strategies, and a key player in the company management aspects of Producing.

Building on the legacy of Executive & Artistic Director Darcy Evans, Alberta Theatre Projects is in a high growth phase and we are excited to keep the momentum going as one of our country's leaders in professional theatre and we can't wait for you to join us on this journey. This role is targeted to start in late August, 2021.

WHO YOU ARE

This is a full-time, year-round, permanent role on our artistic team, reporting directly to the Producer.

You are responsible for implementing and developing Youth Engagement programming, and supporting the Producer with specific visiting artist tasks. Approximately 80% of your portfolio will be related to Youth Engagement activities, while the remaining 20% will be related to tasks related to our visiting artists and artistic administration. You have a commitment to working with and creating programming and opportunities for children and youth.

You'll work closely with partners in Marketing, the Ticket Office, Development, and Front of House, as well as being a key part of the Artistic team. You're searching for an administrative position that is focused on building creative partnerships with artists, youth, and educators.

You might be someone who has been working as an artist and looking to shift to an administrative role, or someone with specific youth engagement experience. If you love developing youth engagement activities and supporting artists in their work, and you want to bring that passion to a full time position, we want you to apply now.

We can't wait to welcome an energetic and collaborative person that can hit the ground running as we plan for our return to in-person experiences.

WHAT YOU ARE RESPONSIBLE FOR

- Develop and maintain relationships with education partners and youth community partners
- Oversee Youth Engagement activities and programming (student matinees, post-show Q and As, youth camps, Student Writers Group, venue tours, That \$20 Ticket Thing)
- Create educator resource materials
- Create and maintain youth engagement budgets
- Liaise with other youth engagement teams at other arts organizations within Arts Commons and the city, and sit on outside committees as appropriate (e.g. CBE Fine Arts advisory council)
- Recruit and Manage D. Michael Dobbin Apprentice students and other intern programs as they are created
- Create yearly report on youth engagement activities
- Lead visiting artist duties, including arranging travel, accommodations and airport pick-ups as needed for visiting artists
- Maintain resources for artists (e.g. health professionals list, area restaurants list, etc.)
- Provide administrative support to Artistic team
- Oversee Production Archives

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- Manage statistic and activity tracking for Artistic activities (e.g. CADAC reporting)
- Other duties, as assigned

WHAT YOU BRING TO ALBERTA THEATRE PROJECTS

- Minimum 3 years of experience working in youth engagement, outreach, or theatre
- A passion for theatre or performing arts, and a desire to develop new youth engagement strategies
- Computer skills – Word, Excel, some database management an asset
- Must be able to pass a vulnerable person's police check, as you will be working in proximity with youth under the age of 18
- Ability to work some nights and weekends
- Ability to learn quickly and adapt to changing environments
- Strong interpersonal skills and the ability to work with a variety of personalities

WHAT WE CAN OFFER

This role is part of the administrative staff group and receives benefits as set out by staff policies. Annual salary range for this role is \$50,000 - 55,000. Alberta Theatre Projects is working hard to become an employer of choice and we're looking forward to being your choice employer through flexible hours, work from home opportunities, and a team environment.

APPLICATION PROCESS

To apply please email a letter of interest and resume by email to Kyle Russell, Interim Executive Director, krussell@atplive.com before 8:00 a.m. on July 22, 2021. All applications are held in strict confidence.

Alberta Theatre Projects is committed to reflecting the diversity of our community. We believe in equity and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability.

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