

JOB POSTING

ASSOCIATE ARTISTIC PRODUCER, TORONTO

Part-Time/Full-Time position

Mammalian Diving Reflex is hiring an **Associate Artistic Producer, Toronto**. This position will involve 20 hours of work per week on tasks outlined below, focused on Toronto-based production, and may encompass creative collaboration on international performances (approximately 8-12 weeks per year, on 2-3 site-specific projects). When on tour, the **Associate Artistic Producer, Toronto** position will be full-time, with the expectation that administrative tasks are managed in addition to on-site project responsibilities.

The **Associate Artistic Producer, Toronto** will be a core member of a 6-person team; they will work primarily with the Artistic Producer and Artistic Director, but will also be expected to take part in company-wide meetings and discussions.

WHO WE ARE:

Founded in 1993, Mammalian Diving Reflex is an award-winning, Toronto-based performance company, research-art atelier and culture production workshop dedicated to investigating the social sphere. Our key working methodology is “social acupuncture,” which we use to create playful, provocative, site and social-specific participatory performances and theatre productions with non-actors of all ages and demographics, designed to bring people together in new and unusual ways. We also create participatory gallery installations, videos, art objects, theoretical texts, and more, always on the lookout for contradictions to whip into aesthetically scintillating experiences. Mammalian is internationally recognized for our collaborations with young people, and in 2011 launched Young Mammals, the company’s youth training wing and succession plan, in collaboration with a group of diverse young Torontonians. Mammalian creates work in Toronto, Canada, and has toured performances to more than 20 countries around the world. We are excited to expand our team to meet the increasing demand for our work.

RESPONSIBILITIES:

The **Associate Artistic Producer, Toronto** will be responsible for the following tasks:

Production, Toronto:

- Produce and oversee at least one (1) Toronto-based project per fiscal year; under supervision of the Artistic Producer.
- Advise and creatively mentor the Young Mammals on a regular basis; fostering 2-3 of their conceived works per year as emerging Toronto artists -- researching, collaborating, and coordinating to facilitate a final product; under the supervision of both the Artistic Producer and Artistic Director.
- Seek local connections and local opportunities with potential collaborators and co-producers for future projects.

Grants and Administration:

- Research and apply for grants in association with the production of Toronto-based work.
- Develop and maintain production budgets for all Toronto-based projects.
- Contribute to editing and strategizing towards Operations and Touring grant writing.

Touring/Project Coordination (on tour):

- Train on, produce and oversee projects on tour, in coordination with the Artistic Director, Artistic Producer and other project coordinators hired by the company.
- Manage petty cash and all receipts.
- Oversee that all waivers and permission forms are given to and completed by projects participants.
- Meet with presenters and representatives from relevant institutions, funders and local government as possible.
- Give talks as requested by presenters/festivals while on-tour as requested; overseen by Artistic Director.
- Act as tour manager when on production with designers, artists or participants to ensure they have all necessary materials, are comfortable, and be at their disposal for questions, etc.
- Attend all rehearsals, performances and production meetings on and before tours as necessary.
- Follow Roles & Responsibilities as stipulated by the Company in advance of tours.
- Follow all company project Standard Operating Procedures for touring projects, including feedback and debrief processes.

General/Administration:

- Attend weekly staff meetings.
- Commit to an office presence when in Toronto for two days a week.
- Work within administrative systems and procedures as directed by the Artistic Producer and Operations Manager.
- Follow company's Standard Operating Procedures and provide feedback on company processes and administrative procedures.

REQUIRED SKILLS

The **Associate Artistic Producer, Toronto** will have the following experience and skills:

- Developed personal artistic practice, including: presentations and/or projects in established venues, galleries, or performance spaces.
- History of procuring grants or bursaries for personal practice (a sample project proposal may be requested, if shortlisted).
- Experience mentoring, advising, or teaching others technical, artistic, and/or practical skills or theories.
- Openness to and understanding of Mammalian's artistic approach.
- Excellent written and verbal communication skills, including proven writing skills (a sample may be requested).
- Excellent attention to detail.
- Excellent time management, prioritization and organization skills and the ability to effectively support multiple and concurrent projects.
- Strong working knowledge of Microsoft Office, Google Applications, Mac OS.
- A flexible schedule, as the job will range between a part-time and full-time role, with some evening and weekend hours.
- Openness to meeting and working with new people, comfortable leading workshops and collaborating with others, including those who may speak a foreign language.
- Ability to learn quickly, and adapt easily to new environments.
- Ability to work independently, remotely, and as part of a dynamic team.

- Ability to handle high-stress, busy environments with occasional long days.
- Willingness to take initiative and work autonomously.
- A proactive problem solver, who approaches difficult and/or confounding situations with optimism and pragmatism.
- A proven collaborator, who works well with others, having excellent communication and interpersonal skills.
- Willingness, availability and ability to travel abroad on tour, holding a valid Passport.

DESIRED SKILLS

The following skills are considered assets:

- Holding a B.A./B.Sc. or M.A./M.Sc. in performing arts, arts management, liberal arts or a related field or the social sciences: sociology, urban planning, anthropology, etc.
- Experience working for a small arts organization, other non-profit or small business.
- Experience writing grant applications.
- Experience working with youth and children or other marginalized populations.
- Experience travelling abroad.
- Additional languages are an asset.
- Familiarity with Adobe Creative Suite is an asset.

Mammalian Diving Reflex engages in proactive employment practices through Affirmative Action with the goal to increase representation of the following designated groups in the work field: women, people with disabilities, Aboriginal peoples, LGBTQ, and racialized individuals. For this application, we are actively seeking individuals from diverse backgrounds in order to fairly represent the landscape of Toronto. Applicants of these groups are invited to self-identify when they apply.

REMUNERATION

In Toronto:

Starting at 20 hours/week at \$18/hour when in Toronto.

On Tour:

\$750 flat fee/week when training (full-time) on tour (outside of Toronto), increasing to \$850/week once training has ended, as well as a per diem of approximately \$65/day.

The **Associate Artistic Producer, Toronto** will be hired on a one-year contract, with possibility for renewal. The first six months will be a probationary period.

VERY IMPORTANT NOTES:

The **Associate Artistic Producer, Toronto** must be available (and have a valid passport) for international touring starting as early as August 2019.

We are looking for someone who is flexible to shifts in their hours and responsibilities, as this is a new position and may require adjustment over the year.

Mammalian Diving Reflex creates work that pushes boundaries and explores sensitive and oftentimes awkward topics, including sexuality, aging, the relationships between strangers in public space, and collaborations with populations who may have experienced a high degree of trauma, like refugees who have suffered devastating losses in war. Our work often (deliberately) produces discomfort, and therefore candidates need to be resilient and not prone to being triggered by sexuality, personal

stories of violence or other challenging topics. We sometimes collaborate with people whose views we may find problematic, unacceptable, and affronting, and we must approach these situations without judgement. Additionally, our projects are often embedded in communities, immersing us in a variety of situations, and can sometimes dissolve the division between work and life.

All the members of our team have had to learn very quickly on the job to develop new skills and capacities, and initially, would not have qualified for the positions we currently hold. Therefore, we are more interested in working with people who are smart, dedicated and passionate, with the right temperament, rather than those whose CV is an exact fit. If you're smart, dedicated, resilient, have great multi-tasking and detail-oriented skills, are able to manage busy high-stress moments, and are looking for adventure - but lack some of the required skills - that's okay. We are more than willing to train people and, to some degree, tailor the position slightly to match the skills you have.

Candidates must be able to work legally in Canada. All employees of Mammalian Diving Reflex are required to obtain a Vulnerable Sector Screening through the Toronto Police Service.

DEADLINE: February 15, 2019 @ 5pm EST

Possible Interview: Week of Feb 18, 2019

Possible start by: May 1, 2019

Possible touring start: August 1, 2019

Please submit your CV, a cover letter outlining your interest and fit for the position, as well as your favourite meme, with the subject line "**Associate Artistic Producer, Toronto**" to annalise@mammalian.ca. Only candidates selected for an interview will be contacted.