

JOB POSTING

ASSOCIATE PRODUCER & COMMUNICATIONS COORDINATOR

Part-Time/Full-Time position

Mammalian Diving Reflex is hiring an **Associate Producer & Communications Coordinator**. This position will involve 20 hours of work per week on administrative tasks outlined below, to support pre-production, communications and marketing, grant writing, as well as and creative collaboration on international performances (approximately 8-16 weeks per year, on 2-4 week long site-specific projects). When on tour, the Associate Producer & Communications Coordinator position will be full-time, with the expectation that administrative tasks are managed in addition to on-site project responsibilities.

This position may grow to a full-time position over the next calendar year. Candidates who are not interested in this growth opportunity need not apply (see **VERY IMPORTANT NOTES** below). The Associate Producer & Communications Coordinator will be a core member of a 5-person team; they will work primarily with the Artistic Producer, 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 Producer & Communications Coordinator** will be responsible for the following tasks:

Production:

- Book flights and Insurance for company travel
- Create and update schedules for projects on and off tour
- Gather and compile performance statistics after each project commences
- Under the supervision of Artistic Producer:
 - Update Touring Riders
 - Update Performance Promotional Documents

Communications:

- Update and edit website content, as needed via Wordpress and Fetch
- Disseminate quarterly newsletters via Mailchimp

- Maintain Facebook/Instagram/Youtube/Social Media presence, updating content regularly and as needed
- Organize and maintain digital and physical Press Archive
- Maintaining up to date marketing documents
- Maintain contact database
- Field press interviews & requests as needed

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

Grants and administration:

- Support touring grant administration (writing, editing, submitting) and pre-production for touring projects as needed by Artistic Producer

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 Producer & Communications Coordinator will have the following experience and skills:

- 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, Wordpress as well as various social media platforms: Facebook, Instagram, Twitter, Snapchat, etc.
- 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
- Strong interpersonal skills
- 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 (on-tour)
- 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
- Willingness, availability and ability to travel abroad on tour (usually 2-4 weeks at a time, 2-4 times per year)

DESIRED SKILLS

The following skills are considered assets:

- Holding a B.A./B.Sc. or M.A./M.Sc. in 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. Applicants are invited to self-identify when they apply.

REMUNERATION

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

\$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 Producer & Communications Coordinator 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 Producer & Communications Coordinator must be available (and have a valid passport) for international touring starting as early as September 2018.

Preference will be given to a candidate who could work full-time in this capacity, should the opportunity arise. 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 judgment. 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.

DEADLINE: Thursday, August 2, 2018, 5pm EST

Possible Interview: Week of August 6-10, 2018

Possible start by: August 20, 2018

Possible touring start: September 2018

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 Producer & Communications Coordinator" to annalise@mammalian.ca. Only candidates selected for an interview will be contacted.