



**Aurora
Cultural
Centre**

ARTISTIC CONTRACT Performing Arts Producer

Join the hardworking and dedicated team delivering exciting arts and culture programs and activities to our community – and beyond. Reporting to the Executive Director, the Performing Arts Producer programs and manages all elements of the Performing Arts and Special Events Programming for the Aurora Cultural Centre for the 2021-2022 season.

This contract position requires the successful candidate to be available from September 2021 – June, 2022 for daytime/evening weekday and weekend to support events. The successful candidate will be experienced in live events programming from vision to event delivery.

The Aurora Cultural Centre is committed to racial justice and reconciliation, and values diverse voices that reflect the communities we serve. We encourage Persons with Disabilities, Black, Indigenous, other racialized candidates and/or candidates from the 2SLGBTQIA+ community to apply for this position.

Context and Summary

Performing arts programming at the Centre has been a component of the Communications & Events role in the company. The communications needs exploded as the company grows, highlighting the capacity challenges of one person accomplishing both roles. While performing arts programming is now opening up, we need to support this ongoing program in our mission to have a chance to flourish with artists on stage. We may continue to present digital, live stream concerts as an additional service supporting in person performing arts to our community.

We are currently operating offsite due to a Town of Aurora's cultural infrastructure project 'Aurora Town Square'. We are programming offsite in rented venues best suited to the artistic presentation given what is available during COVID-19 health restrictions.

Guided by the Aurora Cultural Centre's current vision and mandate, history, and a need to meet programming in a diversity of genres and to all age groups, the Performing Arts Producer builds the artistic vision for the performing arts programs. As the organization comes out of the pandemic, we are looking for diverse, vibrant, entertaining, and accessible programming to help bring audiences back to our small venue. The role works with the Events Coordinator who supports front and back of house needs, technicians to deliver in person technical requirements, and the Digital Services Coordinator to support digital aspects.

Programming Series include:

Popular Music: Two professional concert series featuring local, regional and national artists in our RBC Emerging Artist Series and Signature Series with established artists. Concerts from October-June, we host independent artists in a variety of genres, and feature cultural and gender diversity, new music and risk programming, established artists offering a unique opportunity to perform in an intimate concert setting, and Vinyl Café Musical Director John Sheard hosting diverse musical guests.

Kaleidoscope Family Series has 4 weekend afternoon professional multi-disciplinary live performance productions. All include a culminating art activity and refreshments, resulting in fun multigenerational family experiences. This series includes theatre, music and movement and is for ages 4+

Meridian Magic Carpet Series: A 3-performance series with content created especially toddlers and up. These events are hosted on the flat, creating an accessible setting for these first performing arts experiences that allow young children to interact with the performance. For ages 15month+

Kaleidoscope in the Schools (KITS): Four professional performing arts productions offered to all Aurora publicly-funded elementary schools, delivering both a performance and an artist workshop at each school over four days of residency. Additionally, five professional development days, instructed by arts facilitators, reach over 200 JK-grade 4 teacher with strategies to incorporate the arts in all aspects of classroom learning, and pre-and post-show activities in the classroom. We are launching a crowdfunding campaign in October to grow this program into York Region to all historically under resourced schools as defined by the school boards. There is a complete understanding of this program here:

<https://auroraculturalcentre.ca/kaleidoscope-in-the-schools/>

The role covers a nine-month period in which the successful candidate would be responsible for the following:

Program responsibilities:

- 2021-2022 performing arts programming
- Curation and delivery of the above series of programs from September 2021 – June 2022
- Host all events with the Executive Director or designate
- Pre-recorded and/or live streamed coordination where appropriate
- Developing cross-programming opportunities with education and gallery programs

Artistic Administration responsibilities:

- Managing artistic operations to support artistic excellence and operational efficiency
- Managing contract negotiation, creation, compliance, and execution of artistic contracts
- Managing co-presentation contracts, adherence, and payments
- Managing rights contracts, licenses, compliance, commissions, and payments
- Communications with Operations Manager on program needs in venues
- Building and fostering relationships with artists, producers, and agents locally, nationally and internationally
- Overseeing health, safety and wellness of artistic personnel
- Building general season planning and scheduling with the Executive Director and Communications Manager
- Working with marketing, development, education, and outreach to support the involvement of artists for ancillary events, and to ensure billing accuracy in all digital and print materials

As with all roles at the Centre, the successful candidate needs to be flexible, punctual and possess excellent customer service skills. The successful candidate will be detail-oriented, proven artistic programming skills in live performance, be flexible in their ability to shift from one task to another, and be a generous team member.

Education

- Education in a discipline of live performing arts
- Education supporting curation of a season an asset

Experience

- Minimum three years experience curating live performing arts programming
- Experience working directly with artists
- Alternative venue site-specific production skills an asset
- Experience with a diverse cross-section of artistic genres, themes, ethnic representation, and performing arts disciplines an asset

Skills

- Effective communication and interpersonal skills (written and verbal)
- Proven patron/artist relations skills
- Enthusiasm, creativity and strong organizational skills
- Ability to work in a virtual setting individually and as part of a team
- Ability to maintain project schedule and fulfill demanding deadlines
- Proven production related skills
- Knowledge of Aurora an asset
- Troubleshooting skills; technical, people management, safety enforcement

How will you create impact?

- By bringing fresh, dynamic ideas to the table
- By contributing to the team with a strong and thoughtful work ethic
- By sharing your knowledge of current trends to help influence the outcomes

How will you fit into the team?

- Being outgoing and adaptable
- A resilient and flexible personality as plans can change from day-to-day
- You are a consummate professional and can represent the Aurora Cultural Centre not just creatively but also in experience, insight, and attitude.

Salary:

\$4000/month, paid bi-weekly. Contractor roles are a fee for service, with the contractor providing their own equipment and defining the hours to complete the role. Office Hours at 8:30am – 4:30pm with events typically after hours and on weekends. Contractor must be available to connect with programming and administrative staff, and to attend programs supporting for this initiative.

Location: The Aurora Cultural Centre is committed to adhere to public health safety guidelines for our employees and families, and all team members continue to work remotely. This position requires the Performing Arts Producer to work from home and also in person in venues for events.

Additional information:

A criminal record search will be required of the successful candidate, at their own expense, that is acceptable to the Aurora Cultural Centre. We recognize that candidates may not meet all the criteria listed in this posting. We encourage all those interested in this posting with a combination of relevant technical experience and an interest in the arts to apply.

How to apply:

Please email a resume and covering letter to Suzanne Haines, Executive Director at suzanne@auroraculturalcentre.ca with Producer in the Subject Line. No phone calls please.

We are committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the staffing process, please do not hesitate to contact us at 905-713-1818 or info@auroraculturalcentre.ca

We thank all applicants for their interest in joining our team, and all responses will be held in strictest confidence. Only those selected for an interview will be contacted.

Applications deadline: August 8, 2021

About the Aurora Cultural Centre

At the Aurora Cultural Centre, we believe that arts, culture, and heritage can play a role in changing our world and our community. This is the fabric that deepens our understanding of our shared experience and creates a more compassionate society. Since 2010, the Centre has welcomed the community to create and participate in diverse experiences for all ages. We proudly program four vibrant gallery exhibition spaces, a range of instructional classes for children, teens and adults, an eclectic live music series, special family events and summer arts camps. <https://auroraculturalcentre.ca>