



## OBSIDIAN THEATRE COMPANY INC

### JOB POSTING

**POSITION: Producer**

**Submission Deadline: September 1<sup>st</sup> 2021**

**Position: Full Time**

Obsidian Theatre is Canada's leading culturally specific theatre company. Our threefold mission is to produce plays, to develop playwrights and to train emerging theatre professionals. Obsidian is passionately dedicated to the exploration, development, and production of the Black voice. Obsidian produces plays from a world-wide canon focusing primarily, but not exclusively, on the works of highly acclaimed Black playwrights. Obsidian provides artistic support, promoting the development of work by Black theatre makers and offering training opportunities through mentoring and apprenticeship programs for emerging Black artists.

The company was born out of a passionate sense of artistic responsibility – a responsibility to bring the Black voice, in its many artistic dialects, to Canada's cultural forefront. Obsidian encourages Black artists to expand their vision of what they perceive, create and present to a national audience. Obsidian continues to play a prominent role in Canada's theatrical mosaic by showcasing the work of both emerging and established Black artists.

We are looking for a **Producer** to join our team, the ideal candidate will be passionate about theatre and will make producing and managing it an art form. An art form because those that do it best, place a high price on respect, attention to detail and inclusiveness. Our new Producer will stand by the company value that at Obsidian, everyone, no matter the job, has a place and voice at the table.

The Producer will report to the Artistic Director and the General Manager. Duties will include but are not limited to:

- Administration of Season, typically two or three full productions, plus oversight of various training programs, general auditions and ancillary events

- Assist in development and execution of annual operating budgets and the setting of financial goals.

- Assist in grant writing and planning and implementing fundraising initiatives with staff, and the Board.

- Overseeing of the production process and the production staff

- Overseeing of marketing and publicity, including management of contract workers

Assisting in contracting artists, producing and administrative personnel  
 Participating in board discussions and strategic planning  
 Representing the company at public (or virtual) events and speaking on behalf of the company

## REQUIREMENTS

The ideal candidate will be a highly skilled arts administrator with:

- minimum of three years of experience in producing and/or arts administration
- impeccable organizational skills
- proven leadership capability
- excellent written/oral communication skills
- a strong record of sound fiscal management
- ability to work both independently and collaboratively
- ability to demonstrate initiative in proposing solutions for various operational and artistic needs for the company.
- ability to manage competing priorities and complete work in a timely manner

## ASSETS

- expertise in social media/ website maintenance
- experience in working with and engaging a Board of Directors.
- proficiency with Microsoft Office suite
- experience with CADAC, SUMAC, CTA and funding bodies
- creativity, vision, and a sense of humour - you will need it, you will be working in Theatre

Bottomline is that we are looking for someone who inspires us and will be inspired by us. An individual who would be instrumental in moving Obsidian to the next level. Someone who is interested in helping to push artistic boundaries and is passionate about working with Black artists. We are excited to collaborate with an arts worker that is invested in being part of shaping the next chapter of the incredible legacy of this company.

This is a Full Time Position, and the contract is a 3 year renewable term with a salary range between \$40,000 – \$47,000 commensurate with experience.

### **How to Apply**

Interested candidates are invited to submit a letter of interest and resume to Michael Sinclair at [gm@obsidiantheatre.com](mailto:gm@obsidiantheatre.com) by midnight September 1<sup>st</sup> 2021. e-mail submissions ONLY PLEASE.

While we appreciate all the applications, please note that due to capacity only those considered for an interview will be contacted.