



General Description of the Role

Following RCA Theatre Company's mandate to provide resources and a supportive environment for the production and promotion of Newfoundland and Labrador Theatre, the Artistic Animateur is responsible for artistic leadership and general management of RCA Theatre Company. The company produces 2-3 Mainstage productions, 3 presentations, various development activities, and occasional tours each season. The Artistic Animateur advances the professional, live performing arts in Newfoundland and Labrador by animating the community through response to current artistic and cultural impulses and upholds the core values of the organization with a threefold focus on Artistic Development, Audience Development and Community Development.

Reporting Structure

RCA Theatre is the creative arm of the Resource Centre for the Arts (RCA), a registered non-profit charitable organization. RCA also manages the historic LSPU Hall theatre in downtown St. John's. Reporting to RCA's Board of Directors, the Artistic Animateur is the theatre company's artistic leader and co-leads the organization with RCA's General Manager and in collaboration with the Technical Director.

Principal Responsibilities

- Plans, programs, and presents a season of theatrical works and development projects (premieres, co-productions, partnerships, and presentations), with artistic vision and awareness of the needs of the artists involved, relevant to current cultural and social conversations, considering appropriate use of fiscal resources, suitability of venues and potential touring and partnership opportunities.
- Works with the Board to assemble the Programming Advisory Committee (PAC) and reviews submissions regularly. Please note that the new Artistic Animateur & the PAC will begin programming the 2025-2026 season, as the 2024-2025 season has been programmed.
- May perform artistic and administrative positions within the season's productions in addition to regular duties, including directing, performing or production management.
- Hires, contracts and oversees all RCAT Production staff throughout the season; oversees and works closely with an Artistic Associate on all aspects of the work of RCA; collaborates with RCA's Technical Director on all productions & presentations.
- Oversees media/outreach and development/fundraising activities for productions and other activities throughout the season with RCA Board & Staff.
- Fosters relationships with and prepares materials for potential and established sponsorships and stakeholders, ensuring timely follow-up and appropriate donor stewardship.
- Prepares grant applications for municipal, provincial, and federal funders; manages the finances of the theatre company, including overseeing season/project/administrative budgets, monthly reconciliation, and year-end financials, in collaboration with the Artistic Associate, the Board Treasurer, and the organization's accountant.

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- Represents the organization on boards and committees locally, provincially, and nationally; maintains & develops relationships with artists, companies, and organizations related to programming.
 - Works collaboratively with RCA Hall Operations Staff and independent contractors on shared projects and initiatives.
 - Works closely with the board to develop and implement the mission and long- and short-range strategic plans/goals.
 - Serves as the public face of the organization as the spokesperson with media, partners, patrons, volunteers, and other stakeholders to build engagement & interest.

Required Expertise/Knowledge/Ability

- Strong awareness of and engagement with the local, provincial, and national theatre communities and artists.
- Successful experience with grant applications and reporting processes for municipal, provincial, and federal funders, including multi-year applications for core and sustaining funding, special projects, touring, and other organizational initiatives. Familiarity with CADAC and other submission portals is an asset.
- Experience with new play development, dramaturgy, and artistic programming.
- Knowledge and understanding of the principles of Equity, Diversity, Inclusion, and Accessibility; committed to a respectful and safe workspace.
- Ability to work as part of a small team in a highly collaborative environment where roles & duties may shift based on the strengths and needs of the team.

Required Skills & Qualifications

- Minimum 5 years experience in artistic leadership at one or more theatrical organizations, preferably not-for-profit, with demonstrated excellence in programming and development.
- A proven record of managing & developing new projects, co-productions, and creative partnerships.
- An understanding of overall organizational management, finances, and season budgeting.
- Experience at a venues organization & with touring productions is considered an asset.
- Excellent collaboration and communication (written & spoken) skills.

Hours of Work

Regular hours of work for the Artistic Animateur are 35 hours per week (generally Monday-Friday, 9 am-5pm). Work hours may vary to include daytime, evenings, weekends, and holidays, especially during peak production periods. Limited overtime may be accumulated when required. Due to the nature of the work, flexible scheduling may be allowed. Work will primarily occur on-site at the LSPU Hall (3 Victoria Street, St. John's), with flexibility for some remote work when required.

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Salary

\$50,000-\$60,000 gross per annum, commensurate with skills and experience.

Position includes Vacation/Annual Leave and a comprehensive Health Benefits package.

Anticipated Start Date

June 2024 (negotiable)

Submission Requirements & Contact Info

Submit a cover letter, resume with references, and a 1-2 page vision statement in PDF format by email to Crystal Laffoley, Board Chair at rcaboard@lspuhall.ca by March 28, 2024.

Resource Centre for the Arts is committed to gender equity and inclusion. It encourages submissions from BIPOC communities, deaf artists, disability-identified artists, and those who identify with the 2SLGTBQIA+ community.

RCA will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please let us know along with your application.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada. All applications will remain confidential and will be carefully reviewed and assessed by the Search Committee.