



EMPLOYMENT OPPORTUNITY: Managing Producer (Permanent, Full Time)

Resource Centre for the Arts is a community focused arts organization that operates the LSPU Hall and Resource Centre for the Arts Theatre Company (RCAT). RCAT provides resources and a supportive environment for the production and promotion of Newfoundland and Labrador theatre.

The **RCAT Managing Producer** works closely with, at the direction of, and reports to the Artistic Animateur and Board of Resource Centre for the Arts. They are responsible for financial and administrative aspects of the company's work, including (but not limited to) planning and organizing logistics related to productions and other programming initiatives, using skills in administration and accountancy, correspondence with various RCA committees, fundraising, long-term strategic planning, and public relations in conjunction with RCA Marketing and Communications Manager.

Qualifications/Experience

The ideal candidate will have some previous experience working with a not-for-profit cultural organization with a strong administrative background, and a good working knowledge of the local, Provincial, and National Theatre Scene. They will be a creative problem solver, calm under pressure, detail-oriented, well organized, and a good communicator who can work independently and multi-task. The following skills will also be considered an asset:

- Computer literacy, specifically Microsoft Office Suite Programs and Internet Proficiency, including YouTube and various social media platform;
- Experience in Grant Proposal Writing and Reporting;
- An understanding of organizational management, finances, and season/production budgeting;
- Experience in maintaining and updating CADAC;
- An understanding of Creative Unions and their contracting processes (CAEA, ADC, etc.)

Hours of Work

Regular hours of work for the Managing Producer are 35 hours per week (generally Monday-Friday, 9am-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.

Start Date: October 1, 2024 (negotiable)

Salary: \$35,000-\$45,000 gross per annum, commensurate with skills and experience.

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

DEADLINE FOR APPLICATIONS: September 15, 2024

Please submit cover letter & resume with references in PDF by email to the Board of Directors at rcaboard@lspuhall.ca

RCA is dedicated to accessible employment practices and committed to being an equal opportunity employer. We value a diverse and inclusive workplace that is reflective of our community and encourage applications from members of communities that have been marginalized based on age, race, colour, gender, disability, national origin or any other protected ground under the Newfoundland and Labrador Human Rights Act. If you require reasonable accommodation in applying for this position, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to the contact information above. 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.