

ASSOCIATE PRODUCER

Job Type: Contract

Duration: 7-month contract with possibility to renew

Hourly Rate: \$16/hour

Estimated Hours: average 10 hours/week. FT in July.

Start Date: April 1, 2019

Application Deadline: March 25, 2019

The Hamilton Fringe Festival is currently seeking an Associate Producer for a contract position that begins April 1, 2019. Reporting to the Executive Director, the Associate Producer is a key member of the small team that produces the annual Frost Bites and Hamilton Fringe Festivals as well as our education initiative. We're looking for a passionate theatre enthusiast with excellent written and verbal communication skills who is comfortable wearing a variety of "hats" and fosters an ardent love of organization and excel spreadsheets.

The Associate Producer will be responsible for managing the communications for the organization and assisting with administration and productions tasks tied to both festivals and our year-round operations.

Key Areas of Responsibility

- Responsible for drafting newsletters, press releases, and other public notices.
- Developing and maintaining positive communications with media outlets.
- Developing a schedule and plan for social media platforms.
- Creating a publicity campaign timeline for all media- including but not limited to print, digital, radio/tv and social media.
- Assisting the Executive Director in devising publicity campaigns/story angles in which to pitch to the media.
- Liaising with participating theatre companies with respect to their publicity materials and facilitate a Publicity Seminar.
- Assisting with festival scheduling and artist communications.
- The responsibilities listed above address the key duties of this position. Additional related tasks may be assigned at the discretion of the Executive Director and/or General Manager.

Professional Qualities and Skills

- The ideal candidate will be a hardworking, organized, and motivated individual with an interest in making a contribution the arts and the Hamilton community.
- A self-starter who is equally comfortable leading and working as a member of a close-knit team.
- Will have comprehensive knowledge of the various media and advertising outlets (television, social media, radio, print).
- Experience with planning and implementing marketing, publicity and social media campaigns (preferably in the not for profit sector).
- Ability to problem solve under pressure while maintaining a friendly demeanour.
- Superior oral and written communication skills.
- Strong sense of prioritizing and meeting deadlines.
- Ability to accommodate a schedule that will sometimes require work on evenings and weekends.
- Working knowledge of the Occupational Health and Safety Act.
- Previous experience in a theatre or festival environment considered an asset.
- Valid driver's license is an asset.
- Valid first aid certification is an asset.

To apply: Please send a cover letter and resume by March 25, 2019 to info@hamiltonfringe.ca with 'Associate Producer' in the subject line. Please submit files in a single PDF file titled: your first name_your last name. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.