



Tour Producer

General description

2b theatre company seeks a Tour Producer to collaborate with the company's Artistic Co-Directors, agent, and administrative team in the management of 2b's touring repertoire. The Tour Producer is a core member of the team and provides central strategy, planning, and coordination for a company that creates, produces, and tours theatre extensively. This is an opportunity to join a vital, growing, and financially healthy not-for-profit organization.

This is a new position. We will consider applicants based outside Halifax as well as applicants interested in sharing the position with a co-producer.

Organization

Established in 1999, 2b theatre company creates original theatre works that are innovative in form, challenging in content and precise in execution. Our annual cycle includes one or two home productions in Halifax, two to four productions on tour, and three to four works in various stages of development. With national and international touring to some of the world's most prestigious festivals, including Luminato, PuSh, New World Stage Festival, Magnetic North, Theaterformen, and the Sydney Festival, and with ever-expanding markets and partnerships, 2b theatre company is one of Canada's most active touring companies. 2b occupies an important place in Nova Scotia's and Canada's theatre ecology as a creation laboratory, producer and exporter of exceptional theatre.

Responsibilities

In collaboration with the Artistic Directors, the Board, Staff, and Agent, the successful candidate will be responsible for tour strategy, planning, and coordination. Specific duties include:

Financial Management

- Manage budgets for tours, showcases, and conference/festival travel, in collaboration with the Managing Director

Production and Tour Related

- Identify, research, and pursue touring and showcase, and strategic self-presentation opportunities for 2b repertoire
- Meet with prospective touring partners and presenters when outside Halifax
- Attend marketplace events on behalf of 2b
- With 2b production management, assess viability of emerging touring opportunities
- Communicate regularly with 2b's touring agent
- Communicate regularly with presenters and other industry contacts
- Coordinate tour and showcase logistics



Funding and Fundraising

- With staff, identify funding opportunities available to the organization and apply for export oriented grants

Marketing and Promotion

- With Producer and Managing Director, devise and implement a strategic marketing plan to increase the dissemination of 2b's repertoire
- Manage marketing resources and budgets

Community Interaction

- Represent the company in the local, national, and international community at conferences, festivals, events, and performances

Qualifications

The ideal candidate will

- Be self-motivated and a strong team player.
- Be articulate, outgoing, and comfortable representing 2b theatre company on an international stage.
- Have experience in pitching and coordinating tours.
- Have knowledge of theatre production and/or the professional performing arts touring and presenting milieus. Familiarity with 2b's work would be an asset.
- Have experience in grant writing and promotion.
- Have broad computer skills including: familiarity with programs such as Microsoft Word, Excel, and Google Docs; skill and experience in managing website and social media platforms, and database systems experience.
- Strong interpersonal communication (oral and written) skills are essential. Oral and written skills in French are an asset.
- The candidate should have a minimum of 3-5 years of relevant experience.

The Tour Producer will be expected to travel substantially. 2b will cover all accommodations and travels costs and provide per diems. A valid driver's license would be an asset.

This position requires significant flexibility for these travel weeks; at other times the schedule will be flexible in nature (determined by the successful candidate in collaboration with the other 2b team members). The workload will average 32 hours per week.

This position has a salary of \$28 000 for a one year contract with the possibility of renewal.

APPLICATION DEADLINE: 31 March 2017

To apply, send a cover letter and resume to info@2btheatre.com with the subject line "Tour Producer". 2b is an equal opportunity employer and welcomes applications from candidates of diverse backgrounds. If you have any questions about the position, please do not hesitate to get in touch.