



<b>Position Title: Managing Producer (Artistic)</b>	<b>Department: Arts</b>
<b>Reports to: Director of Arts</b>	

**OVERVIEW:**

The Yukon First Nations Culture & Tourism Association (YFNCT) was formed in 2013 with the merging of the Adäka Cultural Festival and the Yukon First Nations Tourism Association (YFNFTA). The merger of these two entities created a strong organization with a dual sector mandate: to work with all Yukon First Nations to promote and foster the development of vibrant and sustainable Indigenous arts/culture and tourism sectors.

*Dreaming Roots* is a spectacular, inspiring performance journey by and about Yukon First Nations people. It weaves together new work created by numerous Yukon Indigenous artists in dance, music, drumming, theatre, storytelling and more. The show is directed by Alejandro Ronceria and Diyet van Lieshout, two internationally acclaimed Indigenous artists.

**Position Overview**

YFNCT is looking for a Managing Producer to oversee all aspects of *Dreaming Roots's* adaptation into a touring artistic production. *Dreaming Roots* is a spectacular, inspiring performance journey created and performed by Yukon First Nations artists, directed by Alejandro Ronceria and Diyet van Lieshout.

The Managing Producer will lead and implement a plan to tour versions of this acclaimed show in a range of settings from remote Yukon and northern communities to national and world stages over a multi-year period, guiding the project in a collaborative, inclusive and artist-centred team environment where all feel welcome and safe.

**RESPONSIBILITIES AND ACCOUNTABILITIES:** The Managing Producer will oversee all aspects of the *Dreaming Roots* adaptation, rebuild and remount for touring across a variety of locations in the Yukon, Canada and internationally.

Production

- Serve as leader in the planning and production management of the show's adaptation for touring, including potential for more than one tour version;
- Contract and manage artists, designers, technicians, production personnel, and other relevant contractors;

- Co-develop and manage production and touring budgets and cashflow; participate in funding applications, reporting and accountability requirements
- Create and oversee clear production schedules, timelines, action items and deliverables deadlines, and chair production meetings;
- Arrange for necessary production equipment, materials and facility rentals;
- Manage day to day production needs;
- Coordinate all hospitality and travel for visiting artists;
- Liaise with venue staff and technicians in rehearsal and performance locations;
- Assist in creation and implementation of promotional and marketing plans;
- Represent the project at selected events and presentations;
- Participate in development of preventative health and safety policies and back-up planning in the event of Covid and/or other illnesses affecting the company;
- Uphold best practices for all team members to ensure a safe, healthy and respectful workplace and touring environment.

### Tour Producing

- Negotiate presentation and co-presentation agreements with a range of presenters, from smaller communities and First Nations to larger stages, including presenter contributions and guarantees;
- Arrange for travel, freight and ground transportation needs;
- Liaise with venue staff, technicians and community volunteers in various touring locations;
- Ensure touring company members are comfortably housed;
- Arrange for company visas, licenses, and the payment of withholding and other taxes (international touring);
- Ensure that the company holds appropriate insurance for all personnel and gear while on the road;
- Serve as primary liaison between traveling company members and the presenter, venue personnel and other hosts;
- Help facilitate engagement activities while on the road such as school visits, community workshops, feasts, inclusion of local artists, and outreach with local presenters, community Elders, leaders and youth, and other special guests;
- Arrange for hospitality and safety needs on the road;
- Respond to needs of company members, as required;
- Assist in the preparation, submission and reporting process for travel and touring grant requests

### Financial:

- Assist with applications, management and reporting on *Dreaming Roots* project-specific grants;
- Assist with creation and building of this specific project's annual and multi-year project budget;
- Manage co-production and presenter agreements and payments, working with YFNCT's Finance department;
- Assist with identification, cultivation and management of project supporters, funders, sponsors, donors, and volunteers;
- Assist with development, analysis and oversight of project budget and cash flow.

### Marketing & Promotions:

- Assist in the creation of project promotional materials and communications plans;

- Assist with media releases, announcements, newsletters and social media posts for this project.

**QUALIFICATIONS:**

We seek an individual with substantial experience in arts and cultural producing and touring. This person brings deep passion and respect for Indigenous arts, culture and communities. Prior work experience with Indigenous-led teams and smaller performing arts companies is beneficial.

Reporting to the Director of Arts, the Managing Producer is a strong leader and a kind and positive team player. This individual brings excellent organizational, communication, and time management skills. An awareness of the local, national and international arts scenes, and a curiosity and willingness to listen and learn are additional assets.

*We strongly invite and encourage you to apply even if you do not have all listed qualifications. We are committed to developing human capacity in our Yukon Indigenous & wider performing arts community.*

**Requirements**

- A diploma or degree in arts production or a related field / **OR** 3 years' experience in performing arts production and/or stage management
- Hands-on experience in producing and/or touring arts-based projects
- Some understanding of performing arts elements including storytelling, dance, sound, lighting, projection, set, props, and costumes design and construction
- Comfortable working in Google Docs and Excel
- Experience building and managing project budgets
- Proven attention to detail with strong administrative and organizational skills and ability to multi-task
- Strong interpersonal oral and written communication skills with a commitment to collaboration
- Knowledge and understanding of the Workplace Safety / Workplace Violence and Harassment Act
- Ability to work hours outside of normal business hours
- A valid driver's license and ability to travel

**Assets**

- Knowledge of Yukon First Nations history and culture, Final Agreements, and traditional territories within the Yukon
- Experience working respectfully with First Nations artists & communities
- Fundraising and grant writing experience
- Comfortable with aspects of marketing and promotion, including social media such as Facebook, Instagram, Tik Tok, newsletters

**Note:** Hiring priority will be given to qualified persons of First Nations, Inuit or Métis ancestry.

**\*\*We encourage you to share your additional qualifications and assets with us, which are not limited to the list above.**

**Contract Term:** January/February 2023 to December 2023, with possibility of extension.

**Estimated Hours:** 80 to 150 hours per month depending on activity level.

**Rates:** \$30 to \$40/hour commensurate with experience.

**Start Date:** A mutually agreed upon date in January/February 2023.

**Deadline to Apply:** Applications will be reviewed on a rolling basis, accepted until January 23, 2023 midnight Yukon time.

**How to Apply:** Please submit your cover letter, resume, and two current references to Katie Johnson at [arts@yfnc.ca](mailto:arts@yfnc.ca)