



**FRINGE OF TORONTO THEATER FESTIVAL**  
**CALL FOR APPLICATIONS: PRODUCER**

The Fringe of Toronto Theatre Festival is at an incredibly exciting moment in its development, having significantly expanded the scope of our operations over the past five years. As we continue to mature into an event of cultural significance, we are seeking a Producer to join our team.

We are searching for an exceptional individual who is ready to step in to a leadership role at an established, expanding and dynamic arts organization. If successful, you will be fuelled by a passion for the arts informed by a sophisticated understanding of the performance ecology in Canada. Your work ethic must be impeccable and you must be able to equally appreciate the challenges and joys of working in a very fast-paced, very liberal, very creative, and very demanding environment. We are casting our net widely, and will consider applications from any person who can demonstrate that what they may lack in a particular area of expertise, they more than make up for through a willingness to learn, work hard, and demonstrate their passion.

Reporting to the Executive Director, and working closely with the Development and Communications Manager, the Producer is responsible for the daily operations of the organization, as well as assisting in the creation and implementation of both short and long term projects. Most significantly, the Producer is responsible for the logistics of both the Fringe and Next Stage Festivals, including (but not limited to): supplier and venue relations, sourcing competitive new suppliers, supervision and management of all contract staff (100+ for our summer festival), show scheduling, liaising between departments, creation and implementation of the critical path for both festivals, building and overseeing online box office sales, and overseeing all daily in-festival activities of all departments.

Our very small staff works closely together to produce an above-average output, so the ability to work in a team and a certain fearlessness are required. As both the organization and the successful candidate evolve, the Producer's role will change and mature, and we hope to discuss your aspirations as a leader in the culture industry as one of your main selling points.

**Skill Requirements:**

- 2+ years experience in a similar role.
- Superior administrative and management skills including team building and problem solving skills.
- Knowledge of the Fringe Festival movement and philosophy of the Fringe, and its place in the performing arts community.
- Negotiation, facilitation and community development skills.
- Excellent verbal and written communication and presentation skills.
- Demonstrated ability to work in a fast paced, high pressure environment.
- Strong computer skills.

- Familiarity with Maxtix (TYTix) Box Office system an asset, but not required.

This is a full time permanent position within the organization. The successful applicant will have a six month probation period and performance review during which time there will be opportunity for on-the-job training.

Please send a cover letter and resume **by environmentally friendly email** to [employment@fringetoronto.com](mailto:employment@fringetoronto.com) as attached Microsoft Word or PDF files. Applications should include salary expectations and references.

Submission Deadline: September 2, 2010

Start Date: End of September/early October

The Fringe is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.

*Brief Organization Overview: Founded in 1989, The Fringe® of Toronto Theatre Festival (known as the Toronto Fringe) is a year round arts organization dedicated to creating accessible creative opportunities for both audiences and artists through two yearly festivals and a number of outreach programs. Our flagship event is The Fringe Festival, our two-week summer festival now going into its 23<sup>d</sup> year, which presents works by 150 performing companies selected entirely by lottery at 30 venues across the city. In January, we also present The Next Stage Festival, which features 8 productions selected from a pool of prior successful Fringe participants who are ready to take a further step in their artistic development. Beyond providing an environment for the production and presentation of new and challenging performance works, the Toronto Fringe also offers in free year-round artist, youth and community outreach activities as an extension of our mandate.*

*For more information visit: [www.fringetoronto.com](http://www.fringetoronto.com)*