

Want to be on the front lines of a theatre company committed to bringing new experiences to Calgary theatre? Scorpio Theatre is seeking an interim Executive Producer for our 21st season.

The successful candidate will work in conjunction with the Artistic Director (AD) to oversee the running of the company. The Artistic Director and Executive Producer Team (ADEPT) report to the Board of Directors of Scorpio Theatre. The Interim EP position would begin at the end of January 2020, and work with the current EP on the last two shows of the 2019-2020 season in order to ease the transition.

Job description:

- Report to and liaise with the Board, in conjunction with the AD.
- Supervise all departments of the Executive (includes Assets, Media and Graphics, Events, and Box Office)
- Manage and maintain budget as approved by the Board. Show budgets will be managed by individual show producer(s) but approved by the EP, while company-wide budget is overseen by the EP.
- Make upcoming season budgetary recommendations to the Board, in consultation with the AD.
- Report monthly to the Board on company activities, both current and upcoming.
- Review financial reconciliations as reported by show producer(s) and report to Board Treasurer
- Manage bookings of the rehearsal space
- Liaise with other community theatre companies in Calgary and surrounding areas by attending Calgary ACTS meetings and, whenever possible, performances by other companies.
- May be required to produce individual shows during the season, as needed.
- Oversee the general productions of the season.
- As part of ADEPT, plan and implement events as needed outside of scheduled shows (ie season announcement, Scorpio Family events such as Pre-CAT Awards Family dinner, and Christmas party)
- Support the artistic direction of the company.
- In conjunction with the AD, research, plan and recommend shows to perform for the upcoming season with a particular focus on production expenses and requirements, and in keeping with the Board's 3-year plan.
- Liaise with the Pumphouse Theatres

Please be aware that this is a volunteer position, and no remuneration will be given.

Email submissions to selection@scorpio.ca

Deadline for submissions is Jan 10.