

# Manitoba Theatre for Young People

Job Title: Artistic Associate  
Reports to: Artistic Director  
Category: Permanent, full-time

## Primary Duties and Responsibilities

The Artistic Associate is responsible for supporting artistic activities of Manitoba Theatre for Young People, specifically the programming process for the Mainstage and Tours, as well as the development and strengthening of MTYP relationships within the theatre community locally and nationally and the arts community in general. The position reports directly to the Artistic Director and may, from time to time, take direction from the General Manager on various projects. Through the course of their work, the Artistic Associate maintains a high level of confidentiality, artistic integrity, and contributes to an appropriate and safe working environment for staff and contracted artists. The Artistic Associate's responsibilities include, but are not limited to the following:

### Artistic

- Researches, reviews and, where appropriate, presents potential companies, productions, or scripts to the Artistic Director for consideration.
- Researches and identifies potential artists and designers for current and future MTYP Mainstage productions.
- Oversees all aspects of audition processes for Mainstage productions and general auditions, including scheduling, day of administration, and provides feedback and opinion to the Artistic Director on casting as required.
- Collaborates with the Artistic Director on new play development initiatives, such as workshops, readings and creation units.
- Provides support to the Artistic Director when the AD is directing productions, including attending workshops, rehearsals, planning meetings, and other related to such work, as requested.
- Participates in discussions related to artistic or production activities of the MTYP School and Native Youth Theatre at the request of the Artistic Director; requests and related projects may be ad hoc or ongoing at the AD's discretion.

### Administrative

- Develops and maintains a comprehensive tracking system for play review, including new submissions.
- Creates and maintains all Artistic Season files and Season Selection files.
- Collects information and media related to potential presenters or artists at the direction of the Artistic Director.
- Undertakes administration related to new play development workshops including bookings for space, booking of travel and accommodation for participants, on-site support for set up, delivery of workshop components, and possible hospitality measures for participants.
- As directed by the General Manager or Production Manager, completes all required CAEA, PGC, or ADC documents, forms, contracts, or any other correspondence with regards to season schedule and artist engagements.
- Manages record keeping of all distributed and signed contracts for new play development, Mainstage productions and presentations, or ad hoc MTYP presentations, in collaboration with the Artistic Director, General Manager, or Production Manager.
- At the request of the Production Manager, or in their absence, distributes appropriate copies of signed contracts to external bodies such as PACT, CAEA or others that may be indicated in the contract, on behalf of MTYP.

- Maintains seasonal contact information for all key participants in Mainstage productions and presentations and any ad hoc MTYP presentations and ensures that other MTYP staff have access as required.
- Drafts documents, reports and other correspondence on behalf of the Artistic Director or General Manager as requested.

### Company Management

- Arranges for all hotels, billet, and travel for artists and creative personnel and provides all pertinent and applicable information to appropriate MTYP managers in a timely manner.
- Coordinates local ground transportation as per signed contracts and agreements, including airport pick up and return, for all creative personnel and guest companies.
- Meets and/or communicates with the cast, artists, or production personnel on tour, before and during the tour towards the smooth delivery of the tour.
- Provides ongoing support in a timely manner to the artists and production personnel on tour and troubleshoots, in consultation with the Production Manager, any tour-related emergencies that may arise.
- Provides support to all visiting international companies requiring visas, declarations and waivers as required.
- Collaborates with the Sales Coordinator and Production Manager in the preparation of tour itineraries for MTYP touring productions that follow MTYP's policies and comply with terms outlined in the Canadian Theatre Agreement (CTA), especially those pertaining to Theatre for Young Audiences Clause (TYA Clause).

### Financial

- In collaboration with the General Manager and/or Production Manager, may be asked to prepare various accounting and report documentation and requisitions related to signed contracts for new play development, Mainstage productions and presentations of ad hoc MTYP presentations, including but not limited to, royalty settlements.
- Prepares cheque requisitions for all tour-related company expenses including per diems and accommodation allowances, and provides them to the MTYP Accountant.

### Facility

- Serves as a key holder for the MTYP facility and as such may be requested, from time to time, to open, close, or be in attendance at the facility as the official employee representative.

### Community Relations and Hospitality

- Serves as active participant on all relevant PACT caucus activities in conjunction with or on behalf of MTYP's membership in same.
- Supports the Artistic Director in the welcoming and servicing of Mainstage production artists, guest artists, and other designers, as directed.
- Supports, as requested, the AD or GM on any third-party board, committee or caucus work they undertake on behalf of MTYP.
- Manages Mainstage celebrations such as "Champagne Toasts" and "Opening Night Parties".
- Supports the AD and GM in staff team-building/social activities, as identified.
- Produces and coordinates the completion and distribution of opening night well wishes for all professional performing arts companies in Winnipeg.

### Other

- Other duties as may be reasonably assigned by the Artistic Director or General Manager.