

ARTISTIC ASSOCIATE JOB POSTING

Sarasvati Productions is an independent theatre company with a vision to transform society through theatre. The company is currently transitioning into a new office space with a new leadership model, and we are excited to be able to welcome an **Artistic Associate (9-month part-time term contract)** to the team.

The Artistic Associate is a 9-month (38 weeks) part-time term contract beginning in mid-February 2021 and culminating at the end of October 2021. The role is primarily administrative in nature, with an emphasis on coordination of workshops and events leading up to FemFest 2021, as well as assisting current staff with sponsorships, donor relations, outreach, and general office administration.

RESPONSIBILITIES

- Coordination of our 2021 workshop season
- Coordination of Phase 1 of our upcoming Climate Change Project
- Attending weekly staff meetings via Zoom
- Assisting the Office Manager with sponsorships
- Assisting the Artistic Director with donor relations and funding applications
- Assisting the Marketing and Community Outreach Manager as needed
- This position works with the entire management team and reports to the Artistic Director

IDEAL SKILLS AND ABILITIES

- A familiarity with theatre as a form and with the local theatre industry
- Strong organizational and time-management skills
- An ability to self-initiate and work independently as well as part of a team
- Strong communication and interpersonal skills
- Strong computer skills
- A passion for the arts and social change
- A commitment to dismantling systems of oppression within theatre and beyond
- An interest in arts administration

RENUMERATION

- \$15/hr for 15 hours per week, paid by cheque on a bi-weekly basis

WORKING CONDITIONS

- Currently staff are encouraged to work remotely, however, we hope the Artistic Associate will be available for attendance at in-person for events, workshops, and performances located in Winnipeg, MB, if and when it is safe to do so

- Hours are flexible and can be determined in conversation with the management team. Our regular working hours are Monday through Thursday 10:00 a.m. to 3:00 p.m., however, evenings and weekends may be required during workshops, events, and festivals.

Sarasvati Productions is committed to reflecting the diversity of the communities we serve and the industry we work in. We are committed to providing reasonable accommodations for persons with disabilities through all facets of the hiring process and invite candidates who may require assistance during the process to connect with us for support.

In our commitment to representation, diversity, and inclusion, we encourage members of the IBPOC community (Indigenous, Black, and/or Persons of Colour) and equity-seeking groups (on the basis of sexual orientation, gender identity, class, cultural background, ability, and any other intersectional identities) to apply.

To apply, please forward your cover letter and resume to info@sarasvati.ca. Applications will be accepted until January 22nd, with interviews held the following week.

For more information on the company please visit our website at www.sarasvati.ca or connect with us at info@sarasvati.ca.

This position has been made possible through a legacy donation from Founding Artistic Director Hope McIntyre.