



Employment Opportunity

Title	Assistant Producer
Department(s)	Production
Reports to	Artistic Director

Term of Employment

The position of Assistant producer is a temporary position that will be engaged from August 31st, 2020 until September 25th, 2020.

Job Summary

Neptune Theatre is hiring an Assistant Producer to work on a pilot project, *Neptune at Home*, creating digital content for distribution to our patrons. The Assistant Producer will be responsible for coordinating interview guests, writing interview questions and talking points, and engaging guest artist performers in compliance with the Artistic Director's vision of Digital Content.

Specific Job Functions

1. Research & create content for Neptune Digital Content platform; including and not limited to identifying & booking potential interviewees and guest artists for performances
2. Write briefing notes, talking points and interview questions for show hosts.
3. Research and Review scripts for future digital productions.
4. Execute letters of agreement with interviewees and guest artists.
5. Procure hospitality items for guests appearing in person as approved by Neptune Theatre management.
6. Be responsible for all budgets, keys, and petty cash supplied by Neptune Theatre.
7. Any other reasonable and lawful duties.

Qualifications and Strong Performance Characteristics

A strong performer in this position has excellent communication, oral and written in English, and interpersonal skills. Detailed knowledge of the local and national theatre industry will be needed. The candidate will leverage their network of professional theatre artists to find compelling guests and content.

Experience working as a producer, assistant producer, director, or assistant director will be considered an asset.

Work Environment

The primary work environment for the Assistant Producer will be an office setting. Remote work at home is a possibility, with onsite work required during in person interviews and recordings.

Hours of work will be 40 hours per week, and will involve work during evenings and weekends.

Compensation

\$800 per week, paid bi-weekly, minus deductions as required by law.

This position will be subsidized by the Canadian Emergency Wage Subsidy (CEWS). Employees that are subsidized by CEWS are not eligible to collect the Canadian Emergency Response Benefit at the same time.

How to Apply

Please send a cover letter describing how you meet the above requirements, and a resume via email to:

work@neptunetheatre.com

Please include "Assistant Producer" in the subject line and submit by Monday, August 19th, 2020.

Neptune Hiring Practices

Neptune Theatre is committed to fostering an environment of equity and diversity, and factors this into every decision we make. We encourage submissions from artists of all genders, ethnicities, abilities and identities.

Neptune Theatre is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sexual orientation, age, national or ethnic origin, disability, as well as other characteristics protected by federal, provincial, or local law.

Neptune is also committed to maintaining a positive, harassment-free work culture. Applying artists should be aware that we do not tolerate any form of harassment of our employees, clients, volunteers, or any persons visiting or spending time on its premises.

COVID-19

Neptune Theatre is committed to taking all necessary and required precautions to protect our partners, employees, and community from the spread of COVID-19. As public health orders and advice change, we will update our routines and practices. Everyone working within or using our facilities is required to adhere to social distancing and facemask wearing requirements.