

PERFORMING ARTS PROGRAMMER

As a member of the Whistler Arts Council (WAC) team and reporting to the Executive Director, the Performing Arts Programmer develops the annual performing arts program for several Whistler Arts Council annual programs. The Programmer will build relationships with key stakeholders in the community as well as develop relationships across BC and Canada.

JOB DESCRIPTION:

- Work with Executive Director and/or Programming Committee to develop vision and programming plan for annual *Performance Series*, an eclectic program of theatre, music, dance and comedy by professional Canadian and international touring artists. Between 10-12 shows are presented throughout the year for family, adult and young audiences for a 250-seat theatre.
- Work with Executive Director and community stakeholders to develop vision and programming plan for annual Whistler Street Entertainment program featuring free, family-friendly attractions and performances in Whistler Village on weekends from May through October. Entertainment includes juggling acts, circus performers, musicians, face painting, balloon twisting, mountain bike stunts, dancers and acrobats.
- Work with Executive Director and senior staff to develop performing arts programming for other WAC programs and festivals including Whistler Children's Art Festival, ARTrageous, a variety of one-off events throughout the year.
- Work with Visual Arts Programmer and Manager, Programs & Events to develop community programming at Maurice Young Millennium Place including workshops for all age levels in the performing and visual arts.
- Work with community individuals and groups to develop community-based programming.
- Develop annual evaluation processes for each program including working with staff to develop feedback mechanisms from participants and audiences.
- Work with Executive Director to develop annual budgets.
- Foster the development of good relations with other community organizations by participating in meetings and joint activities where appropriate.
- Attend community events.
- Develop and maintain relations with cultural organizations in the Lower Mainland and across BC to develop partnerships, co-programming opportunities.
- Assist with WAC events when required; attend all programs/events.
- Attend staff meetings. Other duties as required.

QUALIFICATIONS:

- Have a minimum of three to five years professional experience in programming for a diverse audience in the performing arts including theatre, music, dance, comedy for all ages.
- Understanding target audiences for various programs serving diverse audiences (Perf Series, CAF, Village Animation).
- Knowledge of technical riders, contract negotiations and contract execution.
- Established relationships with performers of all genres including street entertainers, professionals, arts councils, venues, arts centres, agents and managers.
- Ability to liaise with technical staff about equipment requirements.
- Possess a demonstrated ability to organize multiple tasks, set priorities, meet deadlines and work under time constraints.
- Ability to demonstrate leadership, exercise independence of judgment in determining priorities, ability to strategize and think creatively.
- Ability to work effectively as a member of a small team, and to work independently in a fast-paced results-oriented environment.
- Proficiency and experience in administrative procedures, practices and the use of office equipment and computers including Word, Access and Excel.
- Knowledge of managing and administering budgets.
- Ability to exercise courtesy, tact and diplomacy while ensuring projects are delivered on time and on budget.
- Excellent written and oral communication skills.
- Passion for the arts. Willingness to work flexible hours to include evenings and weekends as required.
- Live in Sea-to-Sky Corridor.
- Front of House experience preferred.

HOW TO APPLY: Please send cover letter, resume and 3 references to: Doti Niedermayer, Executive Director, Whistler Arts Council, PO Box 383, Whistler BC V0N 1B0 or dniedermayer@artswhistler.com

APPLICATION DEADLINE: Friday, March 9, 2012