

Block Booking Tour Coordinator

BC Touring Council (BCTC) is pleased to advertise a new part time position dedicated to the promotion and elevation of touring in BC. The block booking coordinator will introduce new block booking software to the BC presenter network and use it to facilitate provincial tours for the benefit of the performing arts sector in BC. The successful candidate will also have the opportunity to design and deliver bespoke professional development opportunities for presenters. This new position will be an integral part of the BC Touring team developing networks, relationships and programs for the benefit of presenters, artists and agents and audiences across BC. For more information about the BCTC, please visit our website at bctouring.org.

BC Touring Council is committed to building a skilled and diverse workforce. To better reflect the many people and communities in Canada, we encourage applications from individuals with any combination of backgrounds, origins, identities and forms of self-expression. This includes Indigenous people, Black people, racialized people, Deaf people, people with disabilities, and members of the 2SLGBTQI+ community.

Job Description

Tour Coordination and Communication

- Implement and manage Block Booking Service process;
- Develop BCTC Block Booking guidelines, policies and contracts;
- Onboard new block booking digital software, Arts Touring Connector;
- Facilitate training and create artist and presenter profiles in the system;
- Host regular virtual block booking meetings for presenters provincially and regionally;
- Attend relevant programming meetings;
- Liaise with artists/agents/managers;
- Develop and negotiate contracts for block tours;
- Communicate regularly with presenters, bookkeeper and BCTC staff on emerging and finalized tours;
- Work with presenters to block book tours including contacting artists/agents/managers to confirm avails and fees;

Research and Development

- Stay up to date with tour information, attend events and research artists and companies online;
- Develop surveys to evaluate block booking process, compile results, make recommendations to improve block booking processes and streamline information;
- Contribute to the development of new programs to support touring, artist and presenter development in BC.

National and International Touring

- Collaborate with provincial and national colleagues to support national and international tours;
- Work with presenters in BC to build their capacity to present international work.

Presenter Education and Development

- Identify conference, industry series, festivals and events that presenters could benefit from attending;
- Apply for funding and host BCTC delegations to these events;
- Support presenters to network and meet artists, agents and other presenters to maximize the benefits of these events.

Pacific Contact

- Attend and assist with BCTC Showcase adjudication session and Pacific Contact conference;
- Lead in person group block booking meeting at Pacific Contact with presenters.

General Administration

- Develop FAQ/add to web pages and newsletters, create social media content, provide general support and answer questions about block booking service;
- Schedule and run block booking regular meetings with presenters/artists/agents/managers including regional meetings;
- For meetings: note attendance, take notes, develop and send communications (emails and post on BC Presenters Facebook Group);
- Produce an annual report on tours booked through the block booking system.

Qualifications

Education: Applicable post-secondary degree in a related field

Experience: 5 years demonstrated senior level experience working in arts management role

Preference may be given to candidates with:

- Demonstrated leadership or arts administration education;
- Demonstrated experience presenting or coordinating performances;
- An established network of presenters, artists and agents;
- Experience working in an equitable, diverse and inclusive environment.

Competencies

- Highly motivated and detail-oriented;
- Clear and strong communication and negotiation skills;
- Networking, engagement, and relationship building.
- Familiarity with the arts presenting organizations and communities in BC;

Remuneration

- Part time position 20 hours per week
- Compensation \$30-\$35 per hour

How to Apply

- Submit cover letter and resume to: admin@bctouring.org
- Deadline to apply is February 5.
- Review of submissions will begin February 6.
- Only those applicants selected for an interview will be contacted.

Benefits

- Flexible Schedule
- Work from home
- Opportunity to travel