



**JOB POSTING: PRODUCER**  
**(full-time, maternity leave replacement)**

Porte Parole creates and produces original documentary plays about Canadian contemporary life. Since 2000, Porte Parole has created over twelve documentary plays (*J'aime Hydro*, *Fredy*, *The Watershed/Le partage des eaux*, *Seeds/Grains*, *Sexy béton*, etc.) about acute social, political and environmental conflicts in Quebec and Canada.

**About the PRODUCER position:**

This position represents a maternity leave replacement (9-12 months) and starts in September 2018.

Porte Parole seeks an energetic and motivated Producer to join our team for parts of the 2018-2019 and 2019-2020 season. Reporting directly to the Artistic Director, the position mainly entails all financial and operational planning, programming and implementation for our productions, being the primary liaison to the theatre's co-producers and partners, and includes the tasks and responsibilities of being the production manager for our productions, including touring productions.

**Key responsibilities:**

- Be the leader of, and be accountable for the all production teams, production-related timelines, deadlines and tasks, ensuring on-time and on-budget completion.
- In conjunction with the Financial Controller, manage the creation, implementation, tracking and settlement of all budgets and projects.
- Produce and production manage the theatre's productions, including tours.
- Be the primary liaison to the theatre's co-producers and partners.
- Manage scheduling and touring arrangements.
- Supervise and/or execute the successful and timely negotiations of all artistic and production contract engagements, including but not limited to actors, directors, playwrights, designers, stage management and production personnel.

**Job requirements:**

- Fully bilingual (French and English, spoken and written).
- A minimum of 5 years experience in producing and or production management.
- Familiarity and experience with applicable industry labour agreements.
- Experience with production budgeting.
- Strong verbal and written communication skills.
- Highly motivated and self-driven.
- Ability to work well under pressure.
- Ability to work independently or as part of a team.
- Ability to manage several dossiers at a time, while meeting deadlines and deliverables.

**Compensation:**

This is a 9- 12 month full-time contract position with a salary commensurate with experience.

**Application:**

This posting will remain open until a suitable candidate has been found. The job starts as of September 2018.

To apply, please email a detailed resumé and cover letter to [jobs@porteparole.org](mailto:jobs@porteparole.org)

Only applicants selected for interviews will be contacted.