

## Associate Artistic Director

### The Organization:

The Musical Stage Company is the largest and leading charitable musical theatre company in Toronto. Established in 2004 as Acting Up Stage Company, we strive to make Canada a leader in musical theatre.

We believe “**it’s better with music**” and apply this philosophy to all of our programming on- and off-stage including our contemporary professional musical productions and concerts, our investment in Canadian writers and the development of original musicals, and through our diverse free youth programs that meaningfully connect young people to our chosen art-form.

Since 2004, we’ve been rewarded with rave reviews, sold-out performances, 82 Dora Award nominations, 18 Dora Awards and 16 Toronto Theatre Critics’ Awards. Our productions are timely, thought-provoking and entertaining, challenging expectations of the genre. Past productions include *Fun Home*, *Life After*, *Grey Gardens*, *The Wild Party*, *Do You Want What I Have Got? A Craigslist Cantata*, *Caroline or Change*, *Ride The Cyclone*, *Parade*, *The Light In The Piazza*, and *Elegies: A Song Cycle* as well as our signature *UnCovered* concert at Koerner Hall.

### The Opportunity

The Musical Stage Company is looking to hire a creative, results-driven Associate Artistic Director who is excited to contribute to our programming and producing teams. Working closely with and reporting primarily to the Artistic & Managing Director and secondarily to the General Manager & Producer, the Associate Artistic Director will be a leading contributor to setting and executing the artistic direction, strategies and initiatives of the organization. This full-time position combines forward-thinking artistic visioning, day to day programmatic execution and dramaturgical contribution to a robust new musical development program.

The successful candidate will be a highly creative arts manager whose career interests lie at the cross section of designing and supporting creative processes, dramaturgy and producing. The candidate will have a deep passion for and knowledge of musical theatre, and a specific and clear sense of their taste. They will be equally comfortable in creative planning as they are at logistical execution. Our goal is to make Canada a leader in musical theatre and doing so requires conceiving of programs and creating environments that allow artists to thrive. We hope that you are enthusiastic about helping us achieve this as part of the dynamic, small and mighty team of our thriving musical theatre organization.

The position presents a fantastic opportunity to contribute to a unique and rapidly growing performing arts organization and is ideal for an individual who is equally artistic and producing oriented and who is looking to build a career in arts leadership at an organizational level.

### Anticipated Start Date

Full-Time beginning January 1, 2019 (with some flexibility on start date)  
Evening and weekend work will be required on occasion

## Compensation

\$42,000- \$48,000 per year depending on the qualifications of the successful candidate.

## Responsibilities

- Assists the Artistic & Managing Director in programming, strategic artistic visioning and the selection of core artistic collaborators;
- In partnership with the Artistic & Managing Director, oversees the fulfillment of all artistic endeavours, ensuring that the principals of the artistic vision are met;
- Manages the action-plan for all musicals in development and new musical development programs including creating and executing project plans which best serve both the needs of the writers and the organization;
- In collaboration with the Artistic & Managing Director and Director of New Musical Development, participates in setting the overall direction and strategy for new musical development and in providing dramaturgical thoughts on works-in-development;
- Oversees all calls-for-submissions for new works including the *Aubrey & Marla Dan Fund for New Musicals*, *NoteWorthy*, and *Recommender Grants for Theatre Creators*, and participates in the review process.
- Assists the Artistic & Managing Director in managing and soliciting prospective commission and development partners both locally and abroad;
- Oversees, strategizes and manages our Education programs including *One Song Glory*, *The RBC Apprentice Program*, *The Syd & Shirley Banks Prize* and *Make Me A Song*, including participant selection, program design and scheduling;
- Assists the Artistic & Managing Director in the creation of *UnCovered* concepts and material;
- In partnership with the Artistic & Managing Director, programs Insider Events and other “behind the scenes” programs, curating content, hiring artists and facilitating appropriate rehearsal and preparation;
- Oversees the casting process for each production;
- May serve a core creative team role on small ancillary programming as needed;
- Participates in fundraising and marketing efforts, including pre-show and post-show chats and blog writing, as needed;
- Where required, serves as the Artistic & Managing Director’s surrogate, spokesperson, or artistic consultant at community events, national conferences, festivals and other external events;
- Other duties as required.

## Qualifications

The successful candidate will have:

- Fierce passion for and knowledge of musical theatre and musical theatre artists both locally and abroad;
- A deep understanding of the roles, relationships and dynamics of artists involved in bringing a musical to life;
- Stellar organizational and producing skills being able to manage and execute complex programs effectively;
- Strong dramaturgical instincts on both text and music with the ability to clearly but respectfully communicate thoughts;
- Humility, empathy and likeability amongst artistic peers;

- Proactive problem solving skills and resourcefulness;
- The ability to look for the intersection between creativity and strategy in all contexts;
- Proficiency in Microsoft Office (excel, word and PowerPoint);
- The ability to multi-task and coordinate multiple simultaneous projects as well as respond to quickly changing priorities;
- Stellar oral and written communication with adaptability for varying audiences;
- A detail-oriented approach with an appreciation for big picture strategy and the ability to see several steps ahead;
- The ability to thrive working both independently and as a part of a team;
- A strong team-player approach with a “can do” attitude and willingness to be flexible and pitch-in where needed;
- Personal qualities of integrity, credibility, sound judgment and a keen interest in The Musical Stage Company’s mission.

**Please note:**

The successful candidate will facilitate the creative environment for our artists to thrive, rather than personally contributing to our program through work as a practicing artist. While past or present active artistic practice (particularly in direction, musical direction, playwriting or composition) would provide an applicant with perspective and skills that will be useful in performing the tasks of this position, this position is not focused on the candidate’s artistic interests and practice. Additionally, while we will consider occasional accommodation of external projects to maintain your artistic practice outside The Musical Stage Company, this full-time job is best suited for a candidate who seeks artistic leadership at an organizational level rather than a project level.

**How to Apply**

Please review the opportunity closely to ensure that your experience and interests are a great fit with our needs.

We encourage interested individuals to apply by November 8 at 5:30pm for consideration. Please submit applications to [mitchell@musicalstagecompany.com](mailto:mitchell@musicalstagecompany.com). Include your name and the position title in the subject line.

Applications must be submitted as a single pdf attachment including a letter of interest clearly stating how your experience and abilities qualify you for this opportunity and a maximum two-page CV. Incomplete submissions will not be considered. Please no phone calls.

The Musical Stage Company advocates equal opportunity for all employees and applicants for employment and is committed to diversity in the workplace.

The Musical Stage Company sincerely thanks all applicants for their interest in this position, however only those invited for an interview will be contacted.