



CALL FOR SUBMISSIONS

Associate Producer

Geordie Theatre is currently seeking interested candidates to fill the position of Associate Producer.

We are an award-winning professional theatre company that has presented live English-language productions for young audiences in Quebec and abroad since 1980. Currently led by Cree artist Jimmy Blais, Artistic Director, we are one of the first non-culturally specific theatre companies in Canada with Indigenous leadership. Our current goal is to grow our Indigenous programming and Indigenous relationships within our province and beyond. We offer a variety of cultural activities for youth and the adults in their lives, including performances, acting classes and workshops. We focus on providing educational components in all our programming, about topics that are relevant and important to young people.

Currently, we reach 41,000 young people and their communities annually through the following activities:

- 2Play Tour, travelling plays that visit hundreds of elementary and high schools across Eastern Canada.
- Mainstage series, which presents shows in local Montreal theatres for the general public and schools.
- Geordie Theatre School, which offers acting classes and workshops for children, teens and corporate team members.

For more information, please visit: www.geordie.ca

Philosophy of Inclusion

Diverse cultural and marginalized communities are considered an equal priority to encourage access to Geordie by all.

Summary of Position

The *Associate Producer* supports the Artistic Director and Executive Director in advancing Geordie Theatre's artistic and organizational goals through grant development, administration, contract management, and operational coordination. Working under the direct supervision of the company's core leadership, the *Associate Producer* helps secure resources, support productions, and ensure the effective functioning of the organization.

Main responsibilities:

Public funding

- Research new public funding opportunities for Geordie's current activities (e.g. CAM, CALQ, CCA, PCH).
- Research public funding opportunities for new activities (e.g. MPPs, .
- Write drafts of tour grants, multi-year grants, project grants, including budget and appendices.
- Continue relationship with key, long-term foundations.
- Execute final reports for any public funding received.
- Attend public funding information sessions, seminars, workshops as applicable and gather and share pertinent information.

Administration

- Attend Region 6 meetings when available.
- Attend PACT TYA Caucus calls when available.
- Maintain and build Geordie's accessibility initiatives (e.g., Visual stories, environmental audits, etc.).
- Be available as a secondary contact for the 2play tour in case of emergency.
- Coordinate audition calls throughout the season.
- Receive and cull applications for job postings.
- Coordinate interviews for job postings.
- Review all venue contracts and be primary contact for negotiation.
- Primary contact for rented venue box offices
- Draft artist contracts (e.g. in-house, CAEA, APASQ).
- Coordinate travel and accommodation for out-of-town artists.
- Attend meetings (e.g. production, webinars) in lieu of Artistic Director and Executive Director, when necessary.
- Coordinate Geordie's PlayLab with respect to bookings, contracts, and payments.
- Oversee the activities that take place in the PlayLab and ensure the safety of the space, with Geordie's Executive Director.

Qualifications

- Excellent written and oral communication skills in English; French is a strongly recommended asset.
- Demonstrated experience in grant writing, fundraising, arts administration, or non-profit management.
- Strong research, writing, and editing skills, with the ability to prepare clear and compelling funding applications and reports.
- Excellent organizational and project management skills, with the ability to manage multiple deadlines and priorities simultaneously.
- Strong attention to detail and experience creating budgets, contracts, records, and administrative processes.
- Familiarity with public arts funding programs and agencies (e.g., CALQ, CAM, CCA, PCH) is an asset.

- Experience negotiating and managing contracts and coordinating logistics for artists, productions, or events.
- Ability to work collaboratively with artists, staff, funders, venues, and external partners.
- Proficiency with Microsoft Office and database management systems; experience with payroll, scheduling, or HR-related administration is an asset.
- Familiarity with accessibility initiatives and a commitment to equity, diversity, inclusion, and accessibility in the arts.
- Ability to exercise discretion and maintain confidentiality when handling sensitive organizational information.
- Ability to work occasional evenings and weekends and respond to operational needs as required.
- Interest in non-profit leadership, producing, and organizational development within the performing arts sector.

Submissions

Please submit cover letter, resume, and 2 references, in one PDF file labelled with your first and last name.

Video or Audio and Resume

If you believe that a video or audio application would better represent your voice, we welcome this format instead of a cover letter. We ask that audio and video applications are kept under 3 mins; however, if this restricts your ability to apply, please know we will welcome the length of time that best suits your needs. Please label it with your first and last name. You can submit using MP3, WAV, WMA, MOV, MP4 files or send a private YouTube or Vimeo.

Submit to Kathryn Westoll, Executive Director, kathryn@geordie.ca by **Sunday October 11, 2026, at 5:00 p.m. EST**. Please include any additional pertinent information you wish us to know.

Hours: 25 hrs/week – hybrid position (3 days in office, 2 days at home)

Salary: \$22 - \$25/hr

Start date: November 9, 2026

We thank all applicants for their interest but only those selected for an interview will be contacted.

Geordie Theatre is dedicated to promoting access, inclusivity, and equity in the theatre industry by actively working to eliminate inequality. We encourage applicants from BIPOC, LGBTQ+, and other historically underrepresented communities and welcome them to self-identify in any way that feels comfortable to them. We recognize that an individual's identity is a key aspect of their artistic and professional practice, and welcome applicants to share their pronouns and any other relevant information about how their identity informs their work.