

# AQUARIUS

**POSITION:** Program Manager – National Centre for New Musicals (NCNM)

**STATUS:** Maternity Leave Replacement Contract

**START DATE:** May 6, 2024

**SALARY:** Pro-rated based on \$55,000/year

## THE POSITION:

Theatre Aquarius, one of Canada's leading professional non-profit theatres, is searching for an experienced **Program Manager** for the **National Centre for New Musicals (NCNM)**. This position is a maternity leave replacement contract. The Program Manager oversees all logistics and administration for the National Centre for New Musicals.

NCNM supports early-stage development of new musicals with seed funding available for composers, bookwriters, and lyricists to test ideas. The program supports projects at various stages in the continuum of development – from early-stage concepts to previously workshopped or showcased work. Guided by a distinguished Advisory Committee comprised of celebrated theatre practitioners, NCNM cultivates and strengthens new and diverse voices by ensuring that artists and creators are provided with mentorship and consultation to maximize their potential for success in the genre.

## JOB DESCRIPTION:

- Manage reports and budgets related to NCNM
- Liaise with NCNM Advisory Committee, Curatorial Team and Theatre Aquarius Staff
- Manage the project selection process
- Manage artist and creative team hiring and contracts related to NCNM
- Manage scheduling for NCNM
- Oversee Special Event and workshop planning & implementation related to the NCNM
- Assist with Marketing, Communications and Promotions related to the NCNM and Theatre Aquarius
- Assist with the development of partnerships related to the NCNM
- Work within a team-based environment to achieve agreed upon goals and timelines
- Other administration duties as required

## REQUIRED SKILLS:

- Experience with Share Point and Microsoft Suite, Google Drive, Jot Form, Canva and Constant Contact
- High level of organization and attention to detail
- Knowledge of musical theatre and new musical development
- Strong communication skills

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## **APPLICATION PROCESS:**

Theatre Aquarius encourages applications from: women; Indigenous people, First Nations, Métis and Inuit persons; black people; members of racialized communities; persons with disabilities; and people of diverse gender identities or expressions.

Theatre Aquarius is committed to providing an accessible, barrier-free recruitment and selection process. Please contact us at [searchcommittee@theatreaquarius.org](mailto:searchcommittee@theatreaquarius.org) should you require accommodation or if you would like more information regarding our accessibility policies, plans, and programs.

Please apply with a Letter of Interest and CV by email to [searchcommittee@theatreaquarius.org](mailto:searchcommittee@theatreaquarius.org)

Applications will be accepted until Wednesday March 27, 2024. We thank everyone who applies, but only candidates selected for an interview will be contacted. All applications are considered confidential.

## **THE COMPANY:**

As a landmark performing arts organization, Theatre Aquarius serves as a gathering place for shared cultural experiences throughout the community. Whether for events, exhibitions or Theatre Aquarius own programming, the community comes together to celebrate, to share and to connect with one another. Founded in 1973, Theatre Aquarius is Hamilton's professional regional theatre creating and producing world-class theatre that entertains, challenges and educates audiences. By offering theatre productions designed to appeal to a wide spectrum of audiences, Theatre Aquarius is able to maintain and grow a strong theatre-going community while investing in the future through the development of emerging theatre artists and the nurturing of Canadian artists and playwrights.