

Job Posting: Company and Programs Manager (Parental Leave Coverage), Soundstreams

About Soundstreams

Soundstreams is a global leader in the presentation of innovative, groundbreaking, and immersive contemporary musical experiences. Founded in 1982, Soundstreams' curatorial platform has introduced audiences to over 170 new works from some of the finest and most ground breaking composers of our age, from R. Murray Schafer to Nicole Lizée.

From concert performances, to fully staged opera/music theatre, and everything in between, no two Soundstreams' productions are the same. Soundstreams presents an annual Main Stage performance series in Toronto, and our touring projects are sought after by the world's most prestigious festivals and venues.

Recent major projects bring to light under-represented voices, such as gay composer Claude Vivier's *Musik für das Ende*; and the first operas written in the Indigenous languages of Cree and Sámi, *Two Odysseys: Pimootewin / Gállábártnit*. Soundstreams is a three-time JUNO nominee and recipient of the Lieutenant Governor's Award for the Arts.

Soundstreams is an equal-opportunity employer, and we believe that our organization is stronger when we have a team that reflects our city's diversity. We encourage all qualified applicants to apply.

Overview

Soundstreams is currently seeking a dynamic and personable individual for a full-time position as the Company and Programs Manager. This position is covering a 1-year parental leave. Reporting to the Executive Director and working closely with the Artistic Director and Production Manager, the successful candidate will be responsible for supporting and facilitating the artists (performers, musicians, designers, etc.) for productions, concerts and ancillary events including Soundstreams' artistic outreach and educational offerings.

Major Responsibilities:

- Coordinate casting and contracting for artists and casual production/outreach personnel in accordance with relevant union and association regulations. Collect payroll information and prepare fees payment for submission to Executive Director and Bookkeeper.
- Communicate regularly with artists, agents, partners, contractors, unions, vendors, venues, etc. as it pertains to planning, logistics, general needs, settlement, etc.
- Coordinate travel, per diem and accommodations for visiting artists and touring activities. Work with the travel agency and presenting venues to book transportation, accommodation and per diems for artists and production personnel on tour.
- Manage music rentals, licensing, and royalty agreements with SOCAN, publishers, and individuals

- Be onsite at rehearsals, recordings, and performances to act as the COVID officer for artists and production personnel.
- Oversee production activities and provide additional support to the artistic company as required (production activities include rehearsals, recording sessions, performances, and ancillary events).
- With the Production Manager, oversee the production budgets and work with the Executive Director to implement and track expenses for the artistic and education activities.
- Coordinate audition activity as required.
- Prepare and track project timelines for artistic and educational programs and ensure that appropriate systems are in place to advance and track progress.

Skill Requirements:

- Ability to see the “big picture,” and apply strategic thinking and problem solving to all areas of work.
- Shows initiative and is able to meet deadlines and handle concurrent projects, with a strong track record of fulfilling commitments
- Thrives working both independently and as a team member in a fast-paced work environment.
- Exceptional communication and people skills to deal effectively with different stakeholders
- Financial management skills, with demonstrated experience forecasting and managing project budgets is an asset.
- Familiarity with various labour unions is an asset (especially Toronto Musicians’ Association, Canadian Actors’ Equity Association, ACTRA Toronto, and Associated Designers of Canada)
- Minimum of three years experience in production management, event management, stage management, company management and/or equivalent experience.

Salary and Benefits

This is a full-time position 40 hours per week, with an annual salary of \$55,000 - \$65,000 commensurate with experience. Benefits include health benefits, performance tickets, professional development, flexible work schedule and paid vacation. There will be requirements to work flex time with evening and weekend work.

How to Apply

We ask that applicants submit a cover letter and resume no later than 11:59pm on Monday February 7th. In the cover letter, please let us know what interests you about working for Soundstreams and how do you feel you are qualified for this position.

Please apply in confidence by email to Beth Brown, Executive Director at bethb@soundstreams.ca re: Programs Manager. Should you have any questions, please feel free to email Beth Brown at the previously mentioned email.

Please note that showing proof of full vaccination in accordance with government issued workplace health and safety guidelines is a requirement of employment at Soundstreams. Reasonable accommodation will be made for those who are unable to be vaccinated for medical or religious reasons under the Human Rights Code.

Soundstreams' staff continue to work remotely in accordance with government issued workplace health and safety guidelines, however, this will eventually be an in-person position.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted.