

Performing Arts Coordinator

The Organization of Saskatchewan Arts Councils (OSAC) is seeking an experienced individual to lead the implementation and development of the Stars for Saskatchewan and Koncerts for Kids program. OSAC, an umbrella organization for community arts councils across Saskatchewan, tours live musical and theatre performances, visual arts exhibitions, workshops and special events to more than 80 towns and cities in Saskatchewan. OSAC is a member-based provincial cultural organization; additional information on OSAC is located at www.osac.sk.ca.

In partnership with OSAC's Arts Councils, the Performing Arts Coordinator negotiates, schedules, and contracts performances in communities around the province. OSAC's performing arts program is recognized as a leader in providing professional performing arts opportunities for audiences in Saskatchewan communities.

The main responsibilities of the Performing Arts Coordinator include:

- Identifying performers available to tour, in conjunction with external individuals, organizations or institutions.
- Overseeing the circulation of information on available performers (such as price lists, performer requirements, etc).
- Coordinating annual booking meeting.
- Negotiating with agents and professional performers to implement block booking
- Coordinating the tour schedule, and
- Participating in planning for *Showcase* by contributing to the organization of performing arts workshops/forums/showcases.

The skills/knowledge for this position would likely be obtained through completion of post-secondary education at a university level and experience specific to planning and developing touring programs in performing arts is essential. The Performing Arts Coordinator's skills will include experience in:

- managing people and resources effectively,
- industry experience working with professional performers and their agents,
- personal leadership within the position through setting priorities, delegating work and meeting timelines consistently
- strategic thinking/problem solving skills and the ability to anticipate upcoming opportunities and challenges,
- sound financial judgment,
- skills in working with both professional staff and volunteer member organizations,
- excellent communication skills to advocate for OSAC's, members, programs and services.

OSAC provides a competitive salary and benefit package; the position requires overnight travel, both in Saskatchewan and Canada. Interested applicants should email their resume, salary expectations and a letter outlining how their experience relates to the qualifications and experiences required of the position by March 15th, 2010 to innovalearning@sasktel.net