



THE VILLAINS THEATRE

JOB POSTING: Associate Producer

The Villains Theatre Association is hiring an Associate Producer position for a 2.5 month period. This job is being offered through the Canada Summer Jobs program.

HOURS: 170 hours to be worked between July 13-September 30, 2026. Most hours can be worked flexibly, however some duties will require availability from 7-10pm September 3-5 and 10-12, as well as over the weekends of September 18-20 and 25-27.

PAY: \$5,360.00 (subject to regular employee deductions) - \$31.53/hour

DUTIES AND RESPONSIBILITIES:

Under the supervision of The Villains Theatre's team, the Associate Producer will:

- Providing **Front of House / Box Office** services (including coordinating volunteers if needed) for our productions of *The Jackson Elementary Grade 6 Drama Club presents: BLOOD & SNOW: THE DONNER PARTY'S FATAL FORAY INTO THE SIERRA NEVADA WILDERNESS*, and *Peak Twins*, running September 3-12 at the Halifax Fringe Festival at St Andrew's United Church at 6030 Coburg Road;
- Providing Front of House / Box Office services and assist in daily setup and teardown, our production of *A Beginner's Guide to the Night Sky* over the weekends of September 18-20 and 25-27 (location, dates, and times TBD and subject to mutual agreement; note several performances will take place outdoors);
- Coordinating and overseeing **accessibility** for these three above productions including coordinating childcare, looking into described audio and ASL interpretation, providing touch tours and site information, and other access elements as needed;
- **Selling program ads** for these three shows;
- **Distributing posters** and fliers for these three shows;
- Providing **outreach** to relevant groups for these three shows;
- Organize the Villains Theatre **costume storage** area (note this is in a basement down a flight of stairs; if this provides an access barrier this task can be amended);
- **Support the producing team** with other relevant tasks as needed and mutually agreed upon.

REQUIRED SKILLS:

This position requires an organized, motivated and self-directed candidate.

This person...

- Has familiarity with event planning and coordination.
- Self-reliant and self-motivated; able to be accountable while working under limited supervision.
- Has strong written and verbal communication skills.

ELIGIBILITY REQUIREMENTS:

To be eligible for Canada Summer Jobs, candidates must:

- be between 15 and 30 years old at the start of their summer job;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job; and
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations (This includes having a valid Social Insurance Number at the start of their summer job).

The Villains Theatre Association is an equal opportunity employer. We recognize that individuals from underrepresented communities may have limited access to opportunities to build experience in arts producing. We also acknowledge that lived experience can be as valuable as formal training, and do not hold any specific educational or career prerequisites to apply to this position.

APPLICATION DEADLINE: July 5, 2026

To apply, please send a cover letter and resume by email to info@villainstheatre.com. If you prefer, you can record a video or audio message of yourself talking about why you think you would be a good fit for the job.

Note: We are a company that takes a stand against generative “Artificial Intelligence” and the harm that it does to artists, cultural workers, marginalized communities, and the environment, among other negative outcomes. Please do not use AI in any aspect of your application; applications found to be using AI will not be considered.