



Job Title: Artistic Associate

Location: Kamloops, BC

Company: Project X Theatre

Contract Fee: \$12,000

Position Summary:

Project X Theatre is seeking an **Artistic Associate** to shadow our current Artistic Producer and help produce our annual summer theatre festival **Theatre Under the Trees**.

The Artistic Associate will learn how to produce Theatre Under the Trees, helping to oversee all aspects of festival planning and execution, including fundraising, hiring, grant-writing, community engagement, and long-term strategic visioning. Reporting to the Artistic Producer, this role is instrumental in shaping the artistic direction and financial sustainability of the festival while fostering a collaborative, inclusive environment for emerging artists.

This is a year-round position, part-time remote in the off season, averaging approximately 4-5 hours a week with full-time hours during the festival months of June and July.

Key Responsibilities:

- **Festival Management:** Support the planning, coordination, and execution of Theatre Under the Trees, ensuring a high-quality artistic experience for both artists and audiences.
- **Fundraising & Grant Writing:** Help secure financial support through grant writing, sponsorship, and donor engagement, while reviewing festival budgets and learning to ensure fiscal responsibility.
- **Building the Team:** Help recruit and hire artists, production staff, and volunteers, while maintaining a focus on inclusivity and mentorship for emerging talent.
- **Community Engagement:** Build and maintain strong relationships with local artists, organizations, and community partners to foster a thriving arts ecosystem.
- **Strategic Visioning:** Contribute to the long-term growth and sustainability of the organization by collaborating with the board and staff on strategic planning and visioning.
- **Programming:** Help curate the festival's programming, ensuring a balance of innovative, accessible, and locally relevant performances.
- **Reporting:** Contribute to regular updates and reports to the board on festival progress, budget status, and organizational developments.

Qualifications:

- Experience in arts management, such as producing, directing, and/or event management.
- Proven leadership, communication, and interpersonal skills.
- Experience with fundraising, grant-writing, and/or budgeting in the arts sector an asset.
- A passion for supporting emerging artists and fostering community engagement.
- Knowledge of and experience within the local Kamloops arts scene is an asset.

Project X Theatre strives to support the development of emerging artists in Kamloops. As such, we strongly encourage individuals (or teams) to apply that may not currently meet all the qualifications but are seeking to learn. This role works in tandem with and will receive mentorship from the current Artistic Producer.

Project X Theatre encourages submissions from those who self-identify as belonging to underrepresented communities. We strive to be a safe and supportive place to work and to grow as an artist.

Preference will be given to applicants that are based in Kamloops, or have a strong connection to the Kamloops community.

Deadline for submission is September 30th, 2025.

Please email board@projectxtheatre.ca with your resume and cover letter in PDF format.