



Position: DTRC - Regional Representative - Alberta
Position Type: Contract
Location: Ideally within the Calgary or Edmonton region
Deadline: September 15, 2022

The Dancer Transition Resource Centre (DTRC) is a national, charitable organization that helps dancers make necessary transitions into, within and from professional performing careers.

Along with its national office in Toronto, the DTRC has an office in Montreal and a virtual office in Vancouver, as well as regional staff throughout the country. For more information about the organization please visit our website www.dtrc.ca

Equity, Equality and Diversity

The DTRC is an organization that is working to embed the values of individual and group differences within its working environment. We strive to embrace the diversity of backgrounds and perspectives of our staff, members, arts community, and partners. Indigenous peoples, Black people, people of colour, and people across the spectrums of gender, sexuality, age, and abilities are encouraged to apply.

Position available

The Dancer Transition Resource Centre (DTRC) is seeking a motivated individual to connect with the professional dance community in Alberta.

Expectations and time commitment

This position requires an average of about 5-7 hours of involvement each month as follows, with some fluctuation throughout the year related to periods of concentrated programming:

- monthly 2hr meeting with Director of Programming and other team members
- occasional 2hr meeting with full DTRC staff (approximately bimonthly)
- approximately 30% of annual hours will be dedicated to planning & implementing on the MOVE (OTM) programming regionally (Nov-Apr)
- additional monthly hours will be allocated to regional relationship building, research, community outreach and etc. (schools, partners, affiliates, etc.)

Responsibilities

Reporting directly to the Director of Programming, responsibilities include but are not limited to:

- monthly meeting with programming team
- In collaboration with the Director and team, producing on the MOVE (OTM) programming for emerging artists in your region.
- liaising between regional members and the membership services area at DTRC (Regional Representatives do not provide stewardship or member services)
- undertaking member and non-member outreach as defined by the national outreach strategy
- building and maintaining relationships with dance sector organizations in the region
- coordinating, with the national office, meetings with company and independent dancers
- informing the community about DTRC programs and services, and discussing areas in their career development where the DTRC may be able to provide assistance (e.g., ideas for possible workshops/seminars)
- when possible and requested, participating in DTRC advocacy working group meetings
- researching and identifying potential fundraising & development opportunities
- when possible and requested, building regional relationships with funders, partners, sponsors
- participating in the DTRC's annual regional retreat

Attributes

The successful candidate will:

- have professional experience as a dance artist
- be an active member of the regional dance community including keeping updated on provincial and municipal opportunities and initiatives that present themselves to dance artists.
- be familiar with DTRC mandate, programs and services as outlined on our website – including membership benefits, eligibility criteria and grant application procedures.
- communicate with clarity and compassion, treating member and non-member inquiries with sensitivity and professionalism.
- have strong English verbal and written communication skills (additional languages considered an asset)
- have an interest in, and understanding of, professional dance from a range of dance practices and cultures, particularly within equity seeking groups. be comfortable in a Microsoft environment and able to attend most meetings using video conferencing technology.

Compensation: \$1,700 contract (The individual will also receive complimentary membership with the DTRC while in the position, if applicable).

Please e-mail cover letter, short statement of interest, and resume in *one* pdf or Word document to:

Kristian Clarke, Executive Director at the following e-mail: executivedirector@dtrc.ca

Resumes must be received by 5:00 pm (ET) September 15, 2022

We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.

If you have questions or concerns about accessibility accommodations throughout the hiring process, please email: executivedirector@dtrc.ca