



**Position:** DTRC - Regional Representative – Atlantic Canada  
**Position Type:** Contract  
**Location:** Ideally within a city centre in the Atlantic region  
**Deadline:** Until filled

**Summary:**

The Dancer Transition Resource Centre (DTRC) is seeking a motivated individual to represent the organization and connect with the professional dance community in Atlantic Canada.

**About the DTRC:**

Founded in 1985, the Dancer Transition Resource Centre (DTRC) is a national, charitable organization dedicated to helping dancers make necessary transitions into, within, and from professional performing careers. We also operate as a bilingual resource centre for the dance community, and the general public, and support activities that improve the socioeconomic conditions of artists across the country. As a world leader in dancer transition, we are active participants in international conferences and research initiatives and help drive change within the dance community.

**Equity, Diversity, Inclusion and Accessibility:**

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.

**Availability/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 1-2hr zoom meeting with programming team
- Occasional 1-2hr zoom 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, etc. (schools, partners, affiliates, etc.)

### **Responsibilities:**

Reporting directly to the Interim Executive Director, responsibilities include but are not limited to:

- Attend monthly meeting with programming team
- In collaboration with the Director of Programming and team members, produce on the MOVE (OTM) programming for emerging artists in your region.
- Liaise between regional members and the membership services area at DTRC (Regional Representatives do not provide stewardship or member services)
- Undertake member and non-member outreach as defined by the national outreach strategy
- Build and maintain relationships with dance sector organizations in the region
- Coordinate, with the national office, meetings with company and independent dancers
- Inform 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, participate in DTRC advocacy working group meetings
- Research and identify potential fundraising & development opportunities
- When possible and requested, build regional relationships with funders, partners, sponsors
- When possible and requested, participate in the DTRC's annual retreat (digitally; travel for in-person attendance subject to budget availability and individual circumstances)

### **Qualifications:**

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-deserving 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).

**Application:**

To apply, **please e-mail cover letter, short statement of interest, and resume in *one* pdf to:**

P. Megan Andrews, Interim Executive Director at the following e-mail: **[bcoffice@dtrc.ca](mailto:bcoffice@dtrc.ca)**

**Resumes must be received by 5:00 pm (EDT) September 30, 2022.**

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

For questions, support in completing the application, or to submit a video application please email: **[bcoffice@dtrc.ca](mailto:bcoffice@dtrc.ca)**.