

Purpose: To coordinate and manage all non-performance aspects of Xara Choral Theatre's October 2018 tour of *Fatty Legs* to Ontario, Canada and to provide tour-related administrative support to the Artistic Director and General Manager.

Xara Choral Theatre is honoured to call K'jipuktuk/Halifax home and we strive to embrace diversity at all levels of our organization. We encourage and welcome applications from, but not limited to, Mi'kmaq or other Indigenous people, African Nova Scotians and other racialized persons, and persons with diverse physical abilities. If you wish, please indicate these aspects of your identity in your covering letter.

Summary of Duties (a complete list will be available to short-listed candidates):

1. Create and/or maintain a detailed tour itinerary and budget.
2. Prepare, distribute, and manage artist and presenter contracts.
3. Liaise with all presenters regarding rider conditions, promotional materials, and education guides/supports.
4. Book and/or organize tour transportation, meals, and accommodations.
5. Liaise with General Manager and Treasurer to ensure all payments are made and received in a timely manner.
6. Travel with the company for the full duration of the tour (October 14-28, inclusive of travel days) and be present on site with the touring company for all activities during the tour.
7. Manage all non-performance aspects of the company's tour and communicate directly and regularly with company members so they are fully aware of logistical details.
8. Provide a written report, due on the last day of this contract, summarizing the work completed and include recommendations for future tours based on the experience gained during this contract.

Terms of Contract:

This is a limited-term, part-time contract and it will be filled by an independent contractor who is expected to provide their own place of work and the tools necessary to fulfill the duties as contracted. No deductions will be subtracted from the fee provided for service and no benefits will be provided.

Term Dates:	May 31, 2018 to October 31, 2018
Contract Type:	Part time (10 hours/week on average) except full time, on-site from October 14-28, 2018.
Working hours:	From May 15-October 13 and October 29-31, 2018 working hours are flexible but occasional daytime availability will be required for meetings, phone calls, etc. Full-time (24 hour) availability is required while on tour (October 14-29, 2018.)
Remuneration:	\$5000 CAD paid \$600/month on the 15th day of the month from June to October and \$2000 paid at the end of contract or when final report is submitted.
Travel:	Local, regular travel within Halifax Regional Municipality will be required throughout the contract and will not be reimbursed. While on tour (October 14-28), all transportation, accommodations, and meals will be provided by Xara Choral Theatre.

Application Submission:

Applications should be submitted by 11:59 PM on Tuesday, 22 May, 2018 via email to conductor@xara.ca