

rEvolver Festival's Resident Curator Program

Job Description 2027-2028

The [Resident Curator Program](#) is an open opportunity for an emerging, re-emerging, or mid-career performing artist or administrator to receive mentorship and experience from Upintheair Theatre in curation for arts festivals. The program allows an emerging curator to get hands-on experience in festival production, curation of programming, community building and outreach skills, and artistic scouting. Over two years, the Resident Curator will learn about festival curation and producing in the following cycles: (1) Year one, Program and Curatorial Associate: working as a festival administrator and learning from and assisting their fellow Curators and the Upintheair Theatre team; (2) Second year, Resident Curator: developing their own agency and leading on festival responsibilities, as well as helping mentor a new incoming Resident Curator.

Company Culture: Upintheair is a value-based company, centred on Integrity, Hospitality, Collaboration, Opportunity, Relevance and Fun. We invite all those applying to this program to work with us in this spirit.

Upintheair honours the artistic, physical, and emotional needs of its employees. At times of production and high workload we share responsibilities to support the needs of the team.

Time commitment and compensation:

Approximately 150 - 200 hours / year

\$28/hour

Benefits of working at Upintheair

Work at the Greenhouse - a lively artist hub shared with other great people and organisations

Access to free tickets from partner theatre organisations

Animal friendly workspace

Leadership Opportunities

Free access to shared office space for personal use

Professional Development & Training Opportunities

Travel Grant and National/Local Festival attendance Opportunities

Work from home options

Note on Office Access Conditions

Our office is not wheelchair accessible and is up two flights of stairs. Working from this location is not a stipulation of hiring. **If this does not meet your access needs or creates a barrier to your application, please let us know as we have some options for discussion.**

Responsibilities

YEAR ONE: Program and Curatorial Associate (PCA)

Besides Curation of the festival, the PCA acts as a company administrative assistant working on all aspects of festival production in collaboration with The Festival Director, Resident Curator, Artistic Director and Creative Producer, with specific tasks outlined below:

1. Read all artist proposal submissions. (Aug-Sept)
2. Attend all curatorial meetings.
3. Sit on the Curatorial panel and collaborate to select the Festival Artists. NOTE: The PCA will have an equal voice and weight in programming decisions.
4. Review and provide feedback on the Festival Curatorial Statement
5. Attend Vancouver International Fringe Festival as festival scout
6. Attend bi/weekly staff meetings
7. Track and report on hours worked
8. Co-produce the annual Artist Symposium
9. Assist the Resident Curator with the Festival Partnership program with intent to lead the program in YEAR TWO
10. Attend the Festival Launch Party
11. Attend the Festival Venue Walkthrough
12. Co-produce and attend the Artist BBQ
13. Attend rEvolver Festival as On-site Producer in Charge to give front of house speeches and represent Upintheair as required
14. Assist the Resident Curator to produce a free audience outreach and development event during the festival
15. Approach the position with a critical eye to aid its continued growth and development
16. Provide a one page written report on the first year's findings to be included in the YEAR TWO Resident Curator's handbook/set of protocols for future PCA's and RC's
17. Apply for travel funding to attend a national festival as a representative of Upintheair Theatre. If the grant is successful, travel to the event.
18. Attend Local Industry gatherings as representative of Upintheair such as PuSh Assembly, Making a Scene Conference, Talking Stick Festival Industry Series, etc.
19. Other general administrative tasks required to execute the rEvolver Festival, Launch Party, and Artist Events
20. While not required to attend, be available for the Board of Directors' quarterly meetings, retreat, and AGM
21. Attend Quarterly check in with leadership to share feedback with the team

The Program and Curatorial Associate is expected to attend meetings for the following and receive mentorship from the company in:

1. Scheduling and budgeting
2. Marketing and design
3. Outreach and audience development
4. Partnership development through the presenting & community partners program
5. Symposium Artist Workshop
6. Accessibility initiatives
7. Other initiatives to be mutually agreed upon. Attendance and mentorship in these areas is at the discretion and availability of the Resident Curator, Festival Director, Creative Producer and Artistic Director.

YEAR TWO: Resident Curator

In addition to the duties outlined under Year One, the Program and Curatorial Associate will undertake the following:

1. Organize festival submissions and distribute them to the curatorial team.
2. Schedule and chair curatorial meetings.
3. Communicate festival acceptance to programmed artists, confirm their availability for programming decisions, and report to highly recommended applicants of the juries application status.
4. With input from the Festival Director, Artistic Director, and Technical Director, create the Festival schedule of performances.
5. With input from the Festival Director and Artistic Director create a curatorial statement and front of house speech for the Festival.
6. Collaborate with the team to select Festival Hero Image
7. Lead, direct, and execute the Festival Partnership Program including communications, scheduling, and talkback host planning/delivery.
8. Mentor the PCA in the Festival Partnership Program
9. Produce the annual Artist Symposium.
10. Curate Artists performances and host the festival launch party.
11. Manage and Produce the Artist BBQ
12. Create and produce a free audience outreach and development event during the festival.
13. During the year, track their duties and time to create a handbook/set of protocols for future Resident Curators.
14. Apply for travel funding to attend a national festival as a representative of Upintheair Theatre.
15. Travel to minimum one national festival to create connections, exposure, and educate the artistic community about Evolver, attend and/or host outreach events, learn about festival practices and scout for/connect with potential emerging artists
16. Provide the Festival Director, Artistic Director and Creative Producer with advice and feedback on the further development of the Resident Curator role.
17. Provide Upintheair with a Letter of Support outlining the benefits of the program for inclusion in future grants.