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## PROFESSIONAL EXPERIENCE

### September 2007 to December 2010

#### Full Time

**Title** Director

**Company** ART CIRCULATION ([www.artcirculation.org](http://www.artcirculation.org))  
A booking consortium representing nationally and internationally five Canadian dance companies: Cas Public (Helene Blackburn), Danse-Cité (Daniel Soulières), Louise Bédard Danse (Louise Bédard), Montreal Danse (Kathy Casey) and PPS Danse (Pierre Paul Savoie)

#### Job Description

- To overlook the consortium activities and marketing plans;
- To develop strategy for the dance companies activities in Canada and abroad according to each of their individual plans;
- To manage bookings in different markets and territories;
- To represent the companies as well as their choreographers;
- To negotiate contracts;
- To coordinate the touring strategies and calendar with other booking agencies;
- To maintain a close relation with different governmental ministries and their official representatives abroad (Consulate, Embassy and Delegations).

### September 2006 to February 2007

#### Contractual

**Title** Interim Executive Director

**Company** MARGIE GILLIS DANCE FOUNDATION ([www.margiegilllis.org](http://www.margiegilllis.org))

#### Job Description

- Revise and adjust the company management and administration;
- In collaboration with the Artistic Director and the Foundation Administrative Consultant, prepare the company's annual budget and grant applications;
- Book and organize the 2007 Western Canada tour;
- Develop touring strategies in Canada and abroad;

## March 2004 to September 2007

### **Contractual**

**Title** Contract Manager / Production Coordinator  
at the Montreal International Jazz Festival, the French music festival *Les FrancoFolies de Montréal* and Montreal Highlight Festival (Festival Montréal en Lumière).

**Company** L'ÉQUIPE SPECTRA INC. ([www.equipespectra.ca](http://www.equipespectra.ca))

### **Job Description**

- Issuing and managing performance contracts for artists programmed at the three festivals as well as for the series Jazz-all-Year-Round;
- Controlling artist payments, non-resident tax waivers, visas/work permits, transportation and accommodations;
- Liaison with agents, managers and guest artists;
- Coordinating production schedule with other departments of the festival;

## October 2002 - March 2004

### **Full Time**

**Title** Booking/Contract/Company Manager

**Company** LES VIOLONS DU ROY & LA CHAPELLE DE QUÉBEC  
([www.violonsduroy.com](http://www.violonsduroy.com))  
A chamber orchestra and choir based in Quebec City under the artistic direction of Bernard Labadie

### **Job Description**

- Promoting/developing/negotiating tours for the orchestra in Canada and abroad;
- Liaison with the agent in United-States and Europe;
- Liaison with federal and provincial governmental agencies and their representatives in Canada and abroad;
- Supervising the tour logistic as to schedules, transportation and accommodations;
- Issuing and managing contracts for guest soloists performing with the orchestra;
- Acting as Company Manager while on tour;
- Coordinating other departments activities with each tour;

## April 2001 – August 2002

### **Contractual**

**Title** Contract Administrator, Company Manager & Production Coordinator  
for the Montréal International Jazz Festival, *Les FrancoFolies de Montréal*, Montreal Highlights Festival and the Beijing Cultural Week in Montreal

**Company** L'Équipe Spectra inc. ([www.equipespectra.ca](http://www.equipespectra.ca))  
Producing the Montreal International Jazz Festival, Les FrancoFolies de Montréal and Montreal Highlights Festival

## Job Description

- Issuing and managing performance contracts for artists programmed at the Montreal International Jazz Festival and Les FrancoFolies de Montréal;
- Controlling payments to artist, non-resident tax waivers, visas and work permits, transportation and accommodations
- Liaison with agents, managers and artists
- Coordinating production schedule for the photo exhibition, Films Projection at the New Club Soda, the Beijing's Opera and Variety Show at Place des Arts and many other activities;
- Managing local transportation and hotel reservations;
- Overseeing assignments for Chinese interpreters;
- Liaison with the City of Montreal, Equipe Spectra, Groupe Gignac (PR & Marketing Agency) and the Chinese Delegation

April 1998 - December 2000

**Title** Director of Touring & Guest Companies

**Company** Les Grands Ballets Canadiens de Montréal ([www.grandsballets.qc.ca](http://www.grandsballets.qc.ca)) International renowned Ballet Company established in Montreal touring nationally and internationally with 50 to 100 people and presenting guest companies in Montreal

## Job Description

- Management of departmental staff and monitoring other departmental staffs related to the tours;
- Developing tour strategies for the company according to the vision of the Artistic Director in tandem with the demands (market);
- Promoting/booking the company in Canada and abroad;
- Enrolling international booking agents for specific areas and coordinating bookings;
- Liaison with federal and provincial governmental agencies and their representatives in Canada and abroad;
- Budget planning and supervising, controlling tours earning and expenses for the company's tours and guest companies appearing in Montreal;
- Liaison with the all departments of the company activities (artistic, administration, sponsorship, marketing and technical) related to tours and guest companies;
- Applying for grants applications in relations to the company's tours and guest companies;
- Traveling (pre-tours & tours)
- Preparing tour schedules and itineraries; negotiating with airline companies and hotels, managing transportation and accommodation for the company's tours; overseeing transportation, accommodation, safety & health conditions for employees on tour (dancers, students, technicians etc.)
- Managing theatre rental contracts and hiring touring personnel (orchestra, ushers, press & marketing agent);
- Scouting guest companies, negotiating and issuing performance contracts;

## June 1997 - December 1997

<b>Position</b>	<i>interim</i> Executive Director
<b>Company</b>	Vancouver Dance Centre Society ( <a href="http://www.thedancecentre.ca">www.thedancecentre.ca</a> ) Arts organization offering services of administration and management to independent dance artists; an umbrella organization for the dance community of British Columbia; and a future dance facility
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Oversee projects of the Dance Centre; Administration/management services for members, providing consultative services to members;</li><li>• Liaison with other agencies, organizations and individuals;</li><li>• Managing financial operations and budgets of the Dance Centre;</li><li>• Preparing grant submissions to government; Initiating fundraising; supervising and evaluated all staff;</li><li>• animating the dissemination of dance across the province;</li><li>• organizing the Vancouver Platform for the 6<sup>th</sup> <i>Rencontres chorégraphiques internationales de Seine-Saint-Denis</i> (France);</li><li>• Preparation of the Business Plan (draft) of the new facility and its operating budget;</li><li>• Preparation of the New Mission of Statement (draft) for the Society.</li></ul>

## January 1992 - May 1997

<b>Position</b>	Founder and Executive Director
<b>Company</b>	TRANS'ART– PERFORMING ARTS PROMOTION (1993) Providing Artist Management, Tour Direction and Representation services

### **Artists Representation for**

CAS PUBLIC

[www.caspublic.com](http://www.caspublic.com)

Hélène Blackburn, Artistic Director & Choreographer

CERCLE VERTUEUX DANSE THÉÂTRE

[www.dulci-langfelder.org](http://www.dulci-langfelder.org)

Dulcinée Langfelder, Artistic Director & Choreographer

SYLVAIN ÉMARD DANSE

[www.sylvainemard.com](http://www.sylvainemard.com)

Sylvain Émard, Artistic Director & Choreographer

MONTANARO DANSE

Michael Montanaro, Artistic Director & Choreographer

HOWARD RICHARD DANSE

Howard Richard, Artistic Director & Choreographer

Acted as a Consultant to/for :

Louise Bédard Danse

Danse Partout

Montréal Danse

Marta Marta

David Pressault

Benoit Lachambre

## Job Description

- Planning and producing national and international tours for a variety of choreographers and dance companies;
- Collaborating extensively with international producers to develop a number of projects aimed at promoting the work of Quebec choreographers to international markets;
- Establishing touring circuits and created foreign residency projects designed to enable choreographers to finish their creations;
- Acting as a liaison between producers, presenters and government agencies;
- Providing on-tour management services;
- Developing governmental and private funding strategies;
- Participating to different booking conferences (contacts).

## Countries Toured

North America

Canada and the United States

Europe

United Kingdom, Rep. of Ireland, France, Belgium, Italy, Greece

Asia

Japan, Taiwan

## February 1990 - November 1991

### Position

Assistant to the Director and Project Manager

### Company

Atmo Productions Inc.

Uriel G. Luft, President & Managing Director

### Job Description

Management of the activities of Atmo Productions and Michel Lemieux Musique Performance;

Organisation and Tour Management of Michel Lemieux's "FREE FALL " Tour to Newfoundland, Alberta and British Columbia; September-October 1991;

Prepared and Coordinated tours for:

Les Grands Ballets Canadiens, Asia 1991

Ballet British Columbia, Asia 1991

Japanese Symphonic Orchestra, Canada-U.S.A. 1990

O Vertigo Danse, Europe 1990

Le Grand Kabuki, Asia 1990

Uzeb, Asia 1990

Tour Management for O Vertigo Danse:

Festival Danse à Aix, France 1990

**June 1989 - February 1990**

**Position** Tour Manager

**Company** Montanaro Dance  
Gregg Parks, Managing Director

**Job Description**

Involved in the management of the general operations of the Company;

Tour Managed the presentation of Michael Montanaro's *"The Theory of Everything"* in various Maisons de la culture as part of the Montreal Urban Community's *"Jouez Dans L'Ile"* Program, December - January 1989-1990;

Tour Management of Michael Montanaro's the *"The Theory of Everything"* tour to British Columbia, September – Oct. 1989;

Assistant to the Producer for Michael Montanaro's *"Un Temps Perdu de Zman Doe"*, Warehouse #9, the Old Port of Montreal: June 1989.

**January 1988 - February 1989**

**Position** Freelance Publicist

**Companies** Howard Richard Danse  
Howard Richard, Artistic Director & Choreographer

Eviedanse  
Marlise McCormick, Artistic Director & Choreographer

Carol Behnan School of Ballet  
Carol Behnan, Director

**Job Description**

Organisation of special events: performances, choreographic workshops, fall and spring registrations; Liaison with presenters; Responsible for publicity.

**November 1979 - January 1988**

<b>Company</b>	Saguenay Shipping Ltd. (International Maritime Transportation Services)
<b>Positions</b>	<b>January 1986 - January 1988</b> Assistant Director of Maritime Operations  <b>August 1983 - December 1985</b> Supervisor of Maritime Operations  <b>April 1981 - July 1983</b> Agent, Maritime Operations  <b>May 1980 - March 1981</b> Importation Clerk  <b>November 1979 - April 1980</b> Messenger

**REFERENCES**

Letters of reference available upon request.

## VARIOUS RELATED ACTIVITIES

<b>October 2010</b>	Speaker at the 2010 <i>Feria Internacional de teatro y danza</i> Huesca, Spain
<b>November 2009</b>	Animator at the 2009 CINARS FORUM
<b>November 2002</b>	Production Coordinator/Stage Manager for Groupe Apogée (Debra Brown) at the Governor General's Performing Arts Award Gala, the National Arts Centre (Ottawa)
<b>May 1998</b>	Member of the artistic council of the 1998 <i>Rencontres chorégraphiques internationales Seine-Saint-Denis</i> (France)
<b>February 1998</b>	Speaker at the 1998 World Symposium on Dance Promotion Seoul, South Korea
<b>October-November 1994</b>	Tour Manager <i>RITE OF SPRING</i> Compagnie Marie Chouinard Taiwan and the United States
<b>July 1993</b>	Box Office Coordinator Hiawatha Festival of the Arts, St-Agathes-des-Monts
<b>February 1993</b>	Stage Manager <i>Choeur Découvert</i> Benefit Performance Butte à Saint-Jacques, Montréal
<b>October 1992- January 1993</b>	Dance Columnist Program - <i>Laissez-passer</i> Vidéotron Broadcasting, Cable 9 - Montréal
<b>April 1992</b>	Sound Board Operator <i>Duo d'occasion</i> (musical performance) Café Amsterdam
<b>December 1991</b>	Assistant Coordinator FORUM CINARS 1991 Le Méridien Hotel
<b>September - October 1991</b>	Cameraman Video filming of Michel Lemieux's <i>FREE FALL</i>