

Job Title: Summer Admin/Production Assistant & Camp Coordinator

Location: Roseneath Theatre, 651 Dufferin Street, 3rd Floor

Salary: \$14/hr

Number of Hours per week: 30 (*This position is supported by Canada Summer Jobs*)

Application Deadline: May 7, 2018

Start Date: May 28, 2018

End Date: August 19, 2018 □ (12 weeks)

Reports to: Education & Marketing Manager

How to Apply:

Please e-mail cover letter and resume as a PDF to Education & Marketing Manager, Gretel Meyer Odell at education@roseneath.ca. Your cover letter should communicate the following:

1. Why would you like to work at Roseneath Theatre?
2. Highlights of your experience and passion in areas of arts, camps/kids, theatre
3. Please tell us a little bit about yourself (hobbies, interests, goals, future plans)
4. Tell us about a project, challenge or opportunity in your life that was exciting, fulfilling or a learning experience.

Organization Description:

Roseneath Theatre has been creating engaging, thought provoking theatre for young audiences since 1983. We use top professional artists to craft and tour original Canadian plays on social justice and equity themes to theatres and schools, large and small in both Canada and the United States. Reaching an annual audience of over 100,000 young people, Roseneath is the largest touring theatre for young audiences company in Ontario. We are one of the foremost companies of our kind in Canada.

Job Description:

The Summer Admin/Production Assistant & Camp Coordinator will be primarily responsible for the organization, support and administration of the Summer Drama Camp Program. This will include at times assisting the Family Programs Educator with the delivery of the program. The candidate may also support the ongoing work of the Education and Marketing department, Production department and Administration through some of the tasks listed below.

Tasks and Responsibilities may include:

- Assist with our largest annual mail marketing campaign
- Data entry, database and digital file management
- Assist with website maintenance and social media communications
- Conduct online research
- Assist with the administration, teaching and support to the company's summer drama camps and drama classes and community programs
- Assist with research and database inventory of production supplies and files
- Assist with re-organizing and transporting production items including set
- General cleaning and light maintenance (with instruction)
- Other appropriate duties as needed related primarily to organization and research may be assigned from time to time dependent on the interest of the candidate

Requirements *(please review carefully before applying):*

- Self-starter with excellent written and oral communication, and interpersonal skills
- Ability to learn quickly, take initiative and to work both independently and as part of a team
- Overall computer competency (Adobe, Excel, Word, social media, Google products)
- Passion for the arts and a comfort and interest in working with children
- Between the ages of 15-30 years of age at the start of employment
- Registered as a full-time student during the preceding academic year
- Intends to return to school on a full-time basis during the next academic year
- Is a student in a secondary, post-secondary, or vocational or technical program
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Roseneath Theatre is committed to ensuring that members of equity seeking communities have equitable access to employment. We are committed to maintaining an environment where all individuals are treated with dignity and respect and are free from all forms of discriminatory treatment, behaviour or practice.

Unfortunately our work space is only accessible by stairs.

For More Information on Roseneath Theatre visit roseneath.ca