

JOB POSTING

Associate Producer

The Villain's Theatre Association is hiring a summer student for our 2019 Associate Producer position. This job is being offered with the assistance of Canada Summer Jobs.

HOURS: 35 hours/week from June 10 - August 2019 (10 weeks)*

PAY: \$11.55/ hour

**please note that there will be flexibility around the work schedule; if you are not available for this full time but are interested please let us know and we can discuss possibilities.*

DUTIES AND RESPONSIBILITIES:

The successful candidate will...

- Under the supervision of The Villain's Theatre's administrative team, help organize our summer and fall events (includes volunteer and sponsorship coordination, event promotion, and box office management);
- Assist with outreach and membership administration, including database upkeep, website maintenance, and attending outreach events;
- Approaching sponsors and assisting with company's sponsorship package;
- Manage the company's social media presence;
- Assist in the creation of archival and promotional videos and organization of archival materials;
- Support the administrative team with other relevant tasks as needed - The Villain's Theatre is a growing organization and the tasks of this position may respond to that fluidity.

REQUIRED SKILLS:

This position requires an organized, motivated and self-directed candidate.

This person...

- Has familiarity with event planning and coordination.
- Works well under pressure and is able to prioritize tasks.
- Self-reliant and self-motivated; able to be accountable while working under limited supervision.
- Has strong written and verbal communication skills.
- Is proficient in the Google Drive suite
- Interest or proficiency in video editing may also be an asset, though is not required.

***Experience running fundraisers, applying for grants, pursuing sponsorships and donations, writing promotional copy, and proficiency with Mailchimp and Wordpress would all be assets.

ELIGIBILITY REQUIREMENTS:

The successful applicant is...

- Between 15 and 30 years of age (inclusive)
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

The Villain's Theatre Association is an equal opportunity employer. We recognize that individuals from marginalized communities may have limited access to opportunities to build experience in arts administration. We also acknowledge that lived experience can be as valuable as formal training. We encourage applicants to describe the unique contributions they would bring to the organization in their cover letter.

APPLICATION DEADLINE: May 19, 2019

Please send cover letter and resume by email to info@villainstheatre.com.