



**Simcoe Little Theatre**  
33 Talbot Street North, Box 324,  
Simcoe, ON N3Y 4L2  
519-426-7620  
[www.simcoelittletheatre.org](http://www.simcoelittletheatre.org)

Simcoe Little Theatre (SLT) has applied for funding from the Canada Summer Jobs (CSJ) program to hire a

**Community Theatre Outreach Assistant.**

- Attached please find the job posting and information about the application process. It is important that the applicant observe the application process as outlined.
- If you meet the criteria, we encourage you to apply as soon as possible
- If you know someone who meets the criteria, we encourage you to share this information with them.
- We invite applications and resumes from interested individuals and will keep all resumes on file.
- Once notification of funding approval has been received, SLT will contact applicants to confirm availability and initiate interview process.

**Job Title: Community Theatre Outreach Assistant**

**JOB DESCRIPTION:**

**Responsibilities:**

- **Community Outreach / Volunteer Recruitment**
  - Develop database(s) of media contacts and community organizations
  - Set up appointments with community organizations for promotional / volunteer recruitment speaking engagements
  - Assist with ensuring SLT presence at community outreach activities, e.g. Canada 150 events, SAW Health Fair, Lynn Valley Festival, Norfolk Fair, Waterford Farmers Market, etc.
  - Expand community use of building within the scope and direction of Simcoe Little Theatre's mission and vision statement, via:
    - exploration of potential programming
    - Improved access to existing programs/events
- **Fundraising**
  - Assist as required with SLT's current capital campaign (150 for 150)
- **General**
  - As directed, provide support and assistance to Board Members and Portfolio Chairs with set up and execution of program/event as well as scheduling and direction of volunteers
  - Assist with Box Office support as required
  - Assist with staffing of community outreach activities as directed

- Assist with building maintenance requirements as needed
- Other duties as directed

### **Requirements, Qualifications and Skills:**

- Thorough understanding of Microsoft Office suite
- Self-motivated, seeks opportunities and takes initiative within the context of the team environment.
- Prioritize tasks and projects in an effort to effectively time manage and multitask
- Confidently manage multiple schedules
- Be continually creative in the face of any and all challenges
- By nature, you have a collaborative working style and enjoy working with both creative and administrative personalities
- Motivated by the potential of a dedicated, volunteer-run arts organization looking to grow and expand
- Wants to have a meaningful impact in a community on the verge of revitalization
- Exceptional interpersonal skills.
- Ability to communicate effectively in English, both verbally and written.
- Excellent working knowledge of social media platforms: Facebook and Twitter.
- Excellent organizational skills.
- Own method of transportation required, as limited public transit is available.
- Willingness to be hands-on, as the role requires physical labour at times.
- BE AWESOME!

### **Compensation:**

- Pending approval and receipt of funding from the **Canada Summer Jobs (CSJ)** program, the compensation set for this position is \$11.40/hr.
- According to CSJ criteria this position is open to students under the age of 30, actively enrolled and intending to return to a accredited educational institution in the fall of 2017.

### **Conditions of employment:**

- Maximum 16 weeks, with a preferred start date at/about **June 1<sup>st</sup> 2017**
- 30 hrs/week
- Located in Simcoe, Ontario
- Own method of transportation required, as public transit availability is limited.
- Role may require light physical labour (setting up displays, carrying, lifting, light construction etc.)

### **Application Deadline**

- **May 16<sup>th</sup> 2017, 4:30pm**

SLT is an Equal Opportunity Employer, strongly supporting diversity & equality in the workplace.

Applications from all qualified candidates are welcome, but preference will be given to a college or university students enrolled in relevant field(s) of study. Applications from visible minority candidates are welcome.

**Please submit resume and cover letter (online, Word format only) to:**

Volunteer Coordinator, Simcoe Little Theatre

[simcoelittletheatrevolunteer@gmail.com](mailto:simcoelittletheatrevolunteer@gmail.com)

Include in subject line: **SLT Summer Job – Outreach**