



Simcoe Little Theatre
33 Talbot Street North, Box 324,
Simcoe, ON N3Y 4L2
519-426-7620
www.simcoelittletheatre.org

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

Community Theatre Communications / Production Assistant.

- Please find 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, please 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.

Community Theatre Communications / Production Assistant

Responsibilities:

- **Production and Technical Support**
 - Support all aspects of production as required, including assistance with:
 - ✓ set design / building
 - ✓ review / preparation of lighting and sound facilities
 - ✓ review / preparation of wardrobe and props
 - ✓ All aspects of performance
 - Assist with revision and preparation of Director's manual
 - Assist with coordination of Directors orientation event
- **Publicity and Graphic Design**
 - Assist Publicity Chair as required in any of the following areas: maintenance of social media platforms (website, Facebook and Twitter), updating of community calendars, and/or distributing promotional materials.
 - Create and post information and signage for upcoming shows, events and season
 - Assist all Board Members / Program Chairs as required in the development of content, overall formatting and/or proof reading of show program and information handouts.
- **Box Office Support**
 - Provide Box Office support to patrons and follow-up on all contacts via phone, email, website and social media
 - Fulfill ticket orders and inquiries in person, by phone and via email, using Box Office Junior software, cash and POS transactions as required
 - Welcome outside groups who are using the building for shows, events and/or programming
- **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 staffing of community outreach activities as directed
- Assist with building maintenance requirements as needed
- Other duties as directed

Requirements, Qualifications and Skills:

- Effectively coordinate volunteers
- Confidently manage multiple schedules
- 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
- 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 an accredited educational institution in the fall of 2017.

Conditions of employment:

- Maximum 16 weeks, with a preferred start date at/about **June 1st 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 16th 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

Include in subject line: **SLT Summer Job - Production**