



<b>Position Title</b>	Production Assistant
<b>Contract Beginning</b>	July 11th 2022
<b>Contracting Ending</b>	August 22nd 2022
<b>Pay</b>	\$15.00/hour
<b>Hours</b>	30 hours/week up to a maximum of 180 hours total within the contract period. Some evenings and weekends.
<b>Pay Type</b>	Bi-Weekly (Fridays) – Employee-Canada Summer Jobs Position.

Blue Canoe Productions is a youth theatre and arts organization which strives to provide youth aged 30 and under with opportunities to explore their interest in theatre and the arts. The Production Assistant will support all Blue Canoe portfolios (Arts Programming, Juvenis Festival, Launchpoint Academy, and Administration) in projects and initiatives and act as a liaison with the community.

### **Key Responsibilities**

- To abide by the By-Laws of Blue Canoe and the mandate to support youth arts, for those age 30 and under.
- To attend weekly staff meetings helping to negotiate task assignments and ensuring assigned tasks are completed within the agreed timeline.
- To plan, structure, and facilitate Blue Canoe programming in collaboration with Managing Director
- To create a safe, inclusive and engaging learning environment for staff, volunteers, and participants.
- To engage and take feedback from the community to inform programming and work collaboratively with the marketing manager and/or community outreach team to establish and enhance community engagement and the Blue Canoe Partnership Program.
- To set and manage timelines ensuring team members are completing necessary tasks.



- To recruit participants/volunteers for project-specific roles.
- To mediate conflicts among participants and project leaders/team as necessary.
- When requested, support/train/supervise student positions, co-ops, and/or project specific staff positions.
- To support in sourcing and applying for additional sources of funding and work collaboratively with the Marketing Manager to develop and implement the Blue Canoe sponsorship plans.
- To delegate, where needed, the assignment of duties/responsibilities to project-specific staff, volunteers, students, etc.

### **Education & Experience**

- Experience and understanding of Theatre and Arts
- Formal training or education within performance arts and the production of performance arts will be considered valuable
- Strong time management, communication, and leadership skills
- Ability to work independently and within a team environment
- Experience working within a not-for-profit setting is an asset
- Experience and/or deep understanding of Blue Canoe Productions' mandate, vision and values is an important asset

### **Requirements**

- CPIC with vulnerable sector screening from the last 6 months

**To apply please submit you resume and cover letter expressing interest to [kim.dolan@bluecanoetheatrical.ca](mailto:kim.dolan@bluecanoetheatrical.ca) by May 20th 2022.**