

## **JOB DESCRIPTION**

<b>Position Title:</b>	<b>Performing Arts Assistant</b>
<b>Department:</b>	<b>Performing Arts</b>
<b>Reporting to:</b>	<b>Performing Arts Acting Director</b>
<b>Key Relationships:</b>	Associate Producer, Assistant Producer, Junior Festival Curator, external partners and artists
<b>Type of Employment:</b>	Contract

**Period of Employment:** October 1, 2018 – March 29, 2019

**As this position is based on a grant the candidate must identify as from a First Nation, Métis or Inuit background.**

**Must be registered with Miziwe Biik Aboriginal Employment and Training.**

**Must be a current GTA resident**

### **Summary of Function:**

Reporting to the Acting Director, this position will be responsible for assisting with administration, implementing critical paths for Junior festival (an international children's arts festival), and other programs, and coordinating outreach.

## **DUTIES**

### **Planning & Execution**

- Assist with the planning and producing of performing arts activities;
- Conduct outreach for the Junior Festival and other events: research community groups and other audiences who may have an interest in our programs; contact/liase with groups; disseminate information; support collaboration with community groups;
- Assist in implementing critical paths, coordinating the scheduling, ensuring that projects are completed in a timely manner, in line with department scheduling;
- Assist with administrative tasks such as communication with artists and contracts; generate, update and file documents; internal communications;
- Assist with company management: booking of travel and accommodation;
- Participate in weekly staff meetings;
- Participate in production meetings;
- Coordinate archival of materials;

## ⦿ Harbourfront centre

- Assist with on-site events – day-of activities: shows, productions, presentations, etc.
- Assist other team members as required

### **Workplace Health and Safety**

- All staff are required to take reasonable care of their own health and safety and that of other personnel (including volunteers and interns) who may be affected by their conduct.

### **Skills & Requirements Essential Criteria**

- Post-secondary education in performing arts, marketing, communications or business is preferred.
- 2-years experience in a comparable role in an arts related not-profit organization.
- Strong oral and written communication skills for all applications
- Superior organizational, time and project management skills
- Strong attention to detail
- Excellent interpersonal skills, able to work in a team environment
- Experience in performing arts production and/or presentation
- Resilient and flexible
- French language an asset.

### **Efforts**

- Job involves freedom of movement- standing, sitting, walking
- Job involves concentration while checking details and accuracy of contracts, schedules and marketing materials

### **Working Conditions**

- Works with deadlines and varying schedules.
- Working conditions are a normal office environment with the usual risks and discomforts, no special safety precautions required
- Working conditions may include overtime, and will require weekend work. Work schedule will be adjusted accordingly.



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