



## ADMINISTRATIVE/ PRODUCTION ASSISTANT

Contract: Immediate to March 31, 2020

Wage: \$18/hour (35 hours/week)

**Please note this position is ONLY open to those of Aboriginal, Métis or Inuit ancestry as per position funding requirements. Successful candidates must be eligible for and registered with Miziwe Biik Aboriginal Employment and Training (Aboriginal, Métis or Inuit, or Non-Status). This position is subject to government funding.**

### Organization Description:

Clay and Paper Theatre creates highly original, multi-disciplinary, image-based plays, pageants and parades with and for the community, using narrative theatre and large-scale puppetry to tell today's urgent stories. C&P has been the resident theatre company of Dufferin Grove Park since 1994, making art accessible-to-all, building/rehearsing/performing productions in public space and in full public view, always offering Pay-What-You-Can performances and free Open Studio workshops. The three annual signature events that anchor our work in Dufferin Grove are: Day of Delight (a juried multi-arts festival); our annual Summer Play (twenty-five original plays produced to date); and Night of Dread (a community parade and pageant).

### Job Description:

Clay & Paper Theatre is currently accepting applications for an Administrative/ Production Assistant. S/he will assist and support the Artistic and Managing Directors in the day-to-day operations of the company. The ideal candidate will have excellent administrative, organizational and people skills, and a passion for community-engaged public arts and theatre.

### Duties and Responsibilities:

The **Production/Administrative Intern** is responsible for supporting, assisting with and managing daily organization of the production aspects of the physical space and production needs, as well as production related tasks for our annual and one-off events and performances. In addition, s/he will provide office administrative assistance.

- The successful candidate will perform a broad range of activities including, but not limited to:
- Supporting and coordinating production elements of *Clay & Paper Theatre's* activities, which include two annual one-day community festivals, a summer show with a 6-week run, additional community workshops, performances and events, plus workshop activities of *The Centre for Insurgent Puppetry*.
- Coordinating, in consultation with Artistic Director and co-Artistic Directors, production and workshop needs including: scheduling and logistics, sourcing and purchasing, volunteers, and assisting where necessary with workshops, rehearsals, stage management and box office/Front-of-House.
- Assisting with publicity and promotional materials and distribution, outreach and community engagement, media releases, calls for auditions/ artist



- Assisting with updating and maintaining the *Clay & Paper Theatre* website, social media accounts, newsletter, and information systems, including data entry and filing of documents
- Providing administrative support to Office Administrator and Artistic Director
- Other duties as required to support *Clay & Paper Theatre* in its activities and operations

**Requirements:**

- Excellent written and verbal communication skills
- Exceptional organizational and project management skills with keen attention to detail
- Well-developed interpersonal skills
- Strong computer skills, experienced with Microsoft Office suite
- Highly motivated and responsible
- Self-directed worker able to work independently and as part of a team
- Ability to anticipate, understand, and respond to the needs of staff, volunteers, and community members to meet or exceed their expectations
- Positive and helpful outlook, flexible and adaptable to changing working conditions and situations; ability to work in a creative and sometimes hectic work environment
- Openness and willingness to learn and contribute
- Experience working in the arts, theatre and/ or not-for-profit sector an asset

**Preferred Qualifications:**

- Degree, diploma or certificate in Theatre Production, Arts Administration or equivalent work and/ or educational experience
- Experience with bookkeeping and QuickBooks software an asset
- IT competency, including practical, working knowledge of design software and website maintenance an asset
- Experience with communications and social media an asset
- Marketing and publicity/ promotions experience an asset
- Experience with volunteer coordination an asset
- Driver's License an asset

Please submit a cover letter and resume to [clayandpaper@gmail.com](mailto:clayandpaper@gmail.com) by **April 20th, 2019**. Please write **PRODUCTION/ADMINISTRATIVE INTERN APPLICATION** in the email subject line. Only candidates selected for an interview will be contacted. Thank you.



**Miziwe Biik Aboriginal  
Employment & Training**

**Service  
Canada** 