

Production Assistant

(Full or Part-Time Hourly Position / 8-16 week contract)

Canada Summer Jobs

ABOUT THE CAPITOL

The National Historically Designated Cameco Capitol Arts Centre is located just 1 hour from Toronto in beautiful and historic Port Hope. One of Canada's first "Talking Picture Houses", built in 1930 and in operation as a multi-entertainment venue since 1995, the Capitol has enjoyed growth over the past five years and is poised for the next chapter in its evolution. The Capitol draws top industry talent for its professional productions as well as highly talented locals for our community initiatives in two performance spaces. Operating year round, the Capitol offers Live Theatre, Concerts, TIFF Films, MethD Opera and much more via two performance spaces.

The Capitol Theatre is seeking an individual for the position of **Production Assistant**. This position is funded by the Canada Summer Jobs Program, and is available to applicants between the ages of 15-30 years old. The Canada Summer Jobs Program is traditionally offered for employment opportunities throughout the summer months however due to the Covid-19 pandemic, the funding for this program has been extended to accommodate positions with a **maximum contract of 16 weeks** from employment start date.

PRIMARY FUNCTION

Reporting to the Production Coordinator or Technical Director or Artistic Director, the primary responsibility of the Production Assistant is to support in the production aspects involved in the preparation, creation and implementation of a play/performance/event. This position will allow a young person with artistic talent and strong communication skills the opportunity to gain work experience and mentorship in a theatre setting. Primary Mentor will be the Production Manager providing hands-on training along with constant job shadowing. Additionally, this candidate will receive mentoring by theatre professionals that include: Props builder, Scenic artist/painter, Wardrobe Designer and Coordinator. The successful candidate will be an invaluable member of the Production and Stage Management team.

DETAILED DUTIES & RESPONSIBILITIES

- Assist in the hands-on creation and purchasing of props
- Hands on painting
- Working with the Production Coordinator to support the performances and events
- Communicate efficiently and professionally
- Interact and coordinate with staff and artists
- Share resources to plan and complete activities that involve teamwork
- Written and verbal communication via email to staff and management
- Maintenance of theatre equipment
- Maintenance and organization of costumes and properties
- Other theatre production duties as required

QUALIFICATIONS

- Computer proficiency in Microsoft Office (Excel, Word), GSuite (Cloud Computing, Google Docs) and other software applications are required. Also, QLAB, ETC programming language and Digital Sound Consoles.
- Hands on and demonstrated experience in the areas of lighting, sound, projection
- Ability to speak, read and write English
- **Experience or training:** Post secondary degree from a recognized technical training institution or currently studying in a recognized technical training institution or a combination of education and theatre experience.

Skills:

- Strong organizational and time management skills with the ability to multitask and prioritize assignments and tasks
- Strong communication and interpersonal skills with the ability to communicate with people in a diverse environment
- An adaptable self-starter who can anticipate, identify and solve problems
- Positivity and a strong work ethic
- Working at Heights Training/Certificate
- Occasional physical effort may be required

Hours & Compensation: This position is full or part time, comprising 280 hours spread over an 8-16 week period. This position is funded by the Canada Summer Jobs Program, and is available to young people between the ages of 15-30. This position requires availability during regular business hours, evenings and weekends. There is some flexibility regarding availability, though there will be key time periods where availability is required. The chosen candidate will be expected to work **15-35hrs/week**. Hourly wage of **\$16/hr**. **The contract will end by February of 2021.**

How to Apply: Interested candidates should email their CV to jobs@capitoltheatre.com and include **Production Assistant (CSJ)** in the subject line. The Cameco Capitol Arts Centre is actively interested in supporting BIPOC peoples and members of the LGBTQ+ communities and we encourage members of those communities to apply. We thank applicants for their interest, however, only those advancing in the process will be contacted.