

# Production Assistant

(Part-Time Hourly Position / 9 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**.

### PRIMARY FUNCTION

Reporting to the Production Coordinator or Artistic Director, the primary responsibility of the Production Assistant is to support 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 Stage 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 of sets & scenic elements
- Assist in creation and alteration of costumes
- Assist with setup, running and strike of performances, shows & events
- Working with the Production Coordinator to support rehearsals, performances and events
- Maintenance and organization of costumes and properties
- Interact, assist and coordinate with staff, volunteers 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
- Other various 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 and set/prop construction
- Ability to speak, read and write English
- **Experience or training:** Post secondary degree from a recognized technical training institution or near completion of studies in a recognized technical training institution or a combination of education and theatre experience.

### Skills:

- A positive attitude and a strong work ethic
- 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 able to work in a changing environment, and who can anticipate, identify and solve problems
- Sewing / Alteration
- Set Creation and Painting
- Working at Heights Training/Certificate
- Occasional physical effort may be required

**Hours & Compensation:** This position is part time 9 week contract, consisting of 30hrs/week with a total 270 hours. 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.

Hourly wage of **\$16/hr**.

**The contract will begin October 4th, 2021.**

**How to Apply:** Interested candidates should email their CV to [jobs@capitoltheatre.com](mailto:jobs@capitoltheatre.com) and include **Production Assistant (CSJ)** in the subject line. Application Deadline – Friday Sept 24th, 2021

The Cameco Capitol Arts Centre is actively interested in supporting BIPOC and members of the LGBTQ2+ 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.