

Administrative Assistant (CSJ)

(8 week contract)

Canada Summer Jobs

ABOUT THE CAPITOL

The Cameco Capitol Arts Centre (or “Capitol Theatre”) is a community-engaged arts organization committed to producing and presenting high quality professional theatre, live music, film, and other special events in the historic and picturesque town of Port Hope. The mainstage theatre seats nearly 400 and the more intimate Sculthorpe Theatre seats 80-100. The Capitol Theatre was proudly designated by the Government of Canada as a National Historic Site in 2017, as it is one of few remaining “atmospheric theatres” in North America. A major expansion project was completed during the pandemic resulting in a new dedicated rehearsal space, production facilities, and a visual art gallery. The theatre has functioned as a presenting venue, community theatre, and cinema; while programming has always been eclectic, the Capitol has been producing professional theatre for nearly 20 years. The organization is a major economic driver in the region by attracting visitors from across the province and beyond.

The Capitol theatre is seeking an **Administrative 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 Artistic Producer and Managing Director, this is an amazing opportunity for someone who wants to know the insides of producing professional theatre. Working in the main office, the successful candidate will assist in the areas of marketing, company management, development, and events. The Administrative Assistants works most closely with management, but will collaborate with all other Capitol Theatre team members to deliver a one-of-a-kind experience to our visitors and the community. This position requires the candidate to have availability during regular business hours as well as some evenings and weekends.

DETAILED DUTIES & RESPONSIBILITIES

- Support Marketing initiatives: poster and flyer drops, online and social media support, communicate with design and print colleagues, organize and execute outreach plans.
- Support Development initiatives: assist with Membership events, follow-up with donors/members, assist with Sponsor events and benefits.
- Support Company Management: assist with artist travel and accommodation arrangements, organize and execute Opening Night festivities, communicate with local businesses regarding company needs.
- Support Events: assist with event preparation, communicate with clients as required, support event execution.
- Other administrative duties as assigned.

NECESSARY QUALIFICATIONS

Education:

Experience: Past experience in similar administrative and customer service roles, point of sale and ticketing systems are an asset

Skills

- Service. This position is a community-facing role and requires friendly and professional conduct at all times.
- Collaboration. The successful candidate must be able to work well with all team members, volunteers, and artists on-site.
- Communication. This position requires strong interpersonal skills, with the ability to communicate in a fast-paced and ever-changing environment.
- Technical. Strong Proficiency in Microsoft Office Suite (Excel, Word) and GSuite (Cloud Computing, Google Docs) is required. Training will be provided to use our ticketing/donor software, Spektrix.
- Quick-Thinking. The position requires the ability to manage and diffuse difficult situations with positivity and professionalism.

Hours & Compensation: This position is a part time 8 week contract, consisting of 35hrs/week with a total 280 hours. This position is funded by the Canada Summer Jobs Program, and is available to young people between the **ages of 15-30**. Working hours are generally Monday - Friday business however may require flexibility to include evenings and weekends.

Hourly wage of **\$18hr**.

The contract will begin May 23rd, 2022

How to Apply: Interested candidates should email their CV to jobs@capitoltheatre.com and include **Administrative Assistant (CSJ)** in the subject line.

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.