

Production Assistant

(8 week contract)

Two positions available; Start Date May 16th, 2022 & Jun 20th, 2022

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 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 Director of Production, the primary responsibility of the Production Assistant is to support the production of professional theatre, live concerts, and events at the Capitol Theatre. This position offers hands-on experience in the areas of theatrical lighting, sound set-up and mixing, set construction, props and paint, and wardrobe. This position is an exciting opportunity for a young theatre professional to learn more about the technical aspects of professional theatre production, collaboration with theatre professionals in a variety of fields, and help execute productions, concerts, and events at The Capitol Theatre. This position requires the candidate to have availability during regular business hours as well as some evenings and weekends.

DETAILED DUTIES & RESPONSIBILITIES

- Assist with setup, running, and strike of all productions, concerts, and events.
- Support technical aspects involved in all productions at the Capitol Theatre, including:
 - Assist in the hang and focus of lighting plots.
 - Assist in the hang and focus of sound plots.
 - Assist in the hands-on creation and purchasing of props.
 - Assist in the hands-on painting of sets & scenic elements.
 - Assist in creation, coordination, and maintenance of wardrobe materials.
- Collaboration with all production team members to ensure smooth execution of professional productions.
- Develop planning and coordination skills.
- Other duties as assigned.

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:

- Collaboration. The successful candidate must be able to work well with and learn from all production team members.
- 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 in technical theatre equipment (ETC, digital sound consoles, QLAB, etc.) is an asset. Training will be provided in all areas as needed.
- Work at Heights Training/Certificate is an asset.
- Time Management. The position requires the ability to multitask and prioritize assignments and tasks.
- Team Player. Positivity and a strong work ethic are an essential part of this position.

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**. This position requires availability in the evening and on weekends.

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

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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.