



**ARTISTIC & ADMINISTRATIVE ASSISTANT**  
**FULL-TIME SALARIED POSITION**  
POSTED JUNE 4, 2024

Reporting to the Artistic Director and Managing Director, this is an amazing opportunity for someone who wants to learn more about producing professional theatre from the inside. Working in the main office, the successful candidate will assist in the areas of company management, marketing, development, and events. The Artistic & Administrative Assistant works most closely with management, but will collaborate with all other Capitol Theatre team members. The ideal candidate will be comfortable working in a fast paced and changing environment, can work independently and in a collaborative team setting.

This position requires the candidate to have availability during regular business hours as well as some evenings and weekends.

**DUTIES & RESPONSIBILITIES**

**Artistic**

- Support Artistic Director with programming, script preparation, rights acquisition, registrations and contracting, and general communications. The person in this role will work directly with industry associations and artists on a regular basis.
- Company Management Support, such as:
  - Assist with artist travel and accommodation arrangements
  - Assist with preparing contracts and create CTA documentation
  - Organize and execute Opening Night festivities
  - Communicate and collaborate with local businesses
- There are additional opportunities for the person in this role to observe rehearsal and tech, offer programming opinions, read plays, and shadow all artistic aspects of running a mid-size Canadian Theatre.

**Administration**

- Support Managing Director and the Patron Services Team with general patron communications to include ticket templates, pre & post-show emails, newsletters and cross promotional efforts
- Administrative Support, such as:
  - Assist with poster and flyer distribution; in-house and in the community
  - Support online and social media management
  - Assist in schedules, communication and collaboration with Graphics Design and Public Relations professionals
  - Create and schedule general patron communications; ticket templates, pre and post-Show emails, and bi-weekly newsletters
  - Administer Membership, Sponsorship, Donor and other internal development events; invites, promotional efforts and on-site support
- Other administrative duties as assigned.

**NECESSARY QUALIFICATIONS**

## **Education**

Post-Secondary Training in Arts Management is an asset, but not required.

## **Experience**

Some prior experience working in the non-profit sector is recommended.

Prior experience working in an arts organization is an asset.

## **Skills**

- Detail-oriented. This position requires extensive organizational and time management skills, and attention to detail.
- Entrepreneurial. The successful candidate should know how to take initiative in order to solve problems, create systems, and recommend improvements.
- 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), GSuite (Cloud Computing, Google Docs), Social Media (Facebook, Twitter, Instagram) is required. Training will be provided to use our ticketing/donor software, Spektrix.

**Compensation:** Salary Range \$43-45k based on experience.

**How to Apply:** The Capitol Theatre is an equal opportunity employer and we encourage candidates of all backgrounds to apply. We thank applicants for their interest, however, only those advancing in the process will be contacted.

Applications will be accepted until **JUNE 15, 2024**. Early submissions are encouraged.

Interested candidates should email their CV along with a Covering Letter to:

Rob Kempson, Artistic Director and Erin Peirce, Managing Director at [jobs@capitoltheatre.com](mailto:jobs@capitoltheatre.com)

Please include "ARTISTIC & ADMINISTRATIVE ASSISTANT" in the subject line

## **ABOUT THE CAPITOL**

The National Historically Designated Cameco Capitol Arts Centre is located just 1 hour from Toronto in beautiful and historic Port Hope. The Capitol Theatre is dedicated to producing and presenting a balanced schedule of high-quality professional theatre, live music, film, and other special events in historic Port Hope, while also providing a home for the local arts community.

We are looking to build an all-star team, so if you possess a vibrant personality, strong organizational skills, and have a passion for bringing new ideas forward and working towards a common goal, apply for this opportunity!