



ARTISTIC & ADMINISTRATIVE ASSISTANT
FULL-TIME SALARIED POSITION
POSTED MAY 2, 2025

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, working independently, and contributing in a collaborative team setting. This position requires the candidate to work primarily on site in Port Hope and 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:
 - Coordinate artist travel and accommodation
 - 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 administrative tasks associated with marketing, development, and events.
- Administrative Support, such as:
 - Coordinate Membership, Sponsorship, Fundraising, and other Donor events; to include invites, rsvp, promotional efforts and on-site support
 - Execute Contracts and ensure deliverables for all organization sponsors
 - Distribute posters, flyers, and coordinate Seasonal Mailer; in-house and in the community
 - Assist in schedules and communication with Graphics Design and Public Relations
 - Liaise with internal departments to ensure accurate calendars, schedules & communications of all events; public and private
 - Create and schedule general patron communications; ticket templates, pre and post-Show emails, promotions, and bi-weekly newsletters

- 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 **MAY 16, 2025**. 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

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!