canadianstage

Position: Production Assistant
Status: Contract: June 25 – August 26, 2018
Pay: $14.00/hour

POSITION SUMMARY
The Production Assistant is a member of the Production Department and reports to the Director of Production. The Production Assistant will assist the Director of Production and other members of the Production Department with the daily operations of the Production Department during the rehearsal and performance period for Shakespeare in High Park.

MAJOR RESPONSIBILITIES
Working closely with the Production Manager, the Production Assistant will assist with:

- Tracking and reconciling expenses
- Scheduling spaces, resources, and staff
- Researching future productions
- Petty cash and credit card reporting
- Preparing digital and paper files for future productions
- Archiving information for past productions
- Creating and updating timesheet and other templates

OTHER RESPONSIBILITIES

- Occasional evening and weekend work is required for this position.
- Hours per week will vary during the contract period, dependant on the needs of the productions.
- Performs other duties as assigned by the Director of Production.

REQUIREMENTS

- Currently enrolled in, or a within six months of graduation of, a post-secondary Theatre program and be between the ages of 15 and 25 - with proof of student enrolment
- Must be resident of Ontario and living in the province during period of employment, eligible to work in Canada and have a Social Insurance Number
- Proficient in MS Office (Excel and Word)
- Organized, detail-oriented
- Excellent verbal and written communication skills

This position is supported by the Ontario Ministry of Tourism, Culture and Sport and the Ministry of Government and Consumer Services and is part of the Government of Ontario's Summer Employment Opportunities program known as the 2018 Summer Experience Program.

APPLICATION PROCESS
Please apply in confidence with a Letter of Interest and resume by email to Lee Milliken, Director of Production, at lmilliken@canadianstage.com. Applications will be accepted until June 4, 2018.

We thank everyone who applies, but only candidates selected for an interview will be contacted. All applications are considered confidential.