



**Job Title:** Production Assistant, 1 position available

**Hourly Wage:** \$25

**Number of Weeks:** 8

**Number of Hours per Week:** 35 hours

**TASKS AND RESPONSIBILITIES:**

Under the supervision of current Artistic Director Marcel Stewart, the Production Assistant will assist with project management, artist communications, marketing asset management, technical and production communication, outreach, some archival work, and gathering artist and arts programming participant access needs. The production assistant will also work with youth through our Reclaiming Black Canadian History summer program and assemble statistics and materials for program reporting. Lastly, the Production Assistant will be required to support organizational events.

**IDEAL CANDIDATES:**

- Have an interest in live performance and arts programming for youth
- Demonstrates a passion for the arts
- Demonstrate excellent communication, teamwork, and leadership skills
- Are self-motivated and have the ability to work independently to complete projects and tasks
- Are familiar with online tools including Google Drive, Gmail, Monday.com, and Slack

**QUALIFICATIONS:**

- Excellent verbal and written communication skills
- Strong interpersonal skills
- Great organizational skills
- Commitment to equity, diversity and contributing to an inclusive working and learning environment

SKILLS, ATTRIBUTES AND VALUES:

- Understanding of marketing, social media, communications, and branding to ensure internal and external communications are clear and relevant and useful
- Self-motivated and able to take initiative as well as able to work collaboratively
- Strategic thinker - able to see the big picture
- Ability to prioritize and manage multiple and conflicting deadlines
- Values diversity and willing to continually work to create an equitable and inclusive environment for the organization both internally (staff, board) and externally (amongst members, at organizational events)

ELIGIBILITY:

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada following relevant provincial or territorial legislation and regulations.
- Be registered in a recognized Canadian post-secondary institution (part-time or full-time enrollment in college, bachelor's, master's or PhD programs).
- Be undertaking a placement that's recognized as a Work-Integrated Learning component by the student's institution in connection with a course, degree, certificate, diploma, or other recognized program offered by the institution. The placement can be required or optional, for credit or not for credit.

To apply, submit your cover letter and resume using the link below:

<https://wkf.ms/3X30jye>