

# FESTIVAL PRODUCTION ASSISTANT JOB 2017

**INTREPID  
THEATRE**

**BE BRAVE.**

**Job Type:** Student Summer Position – Canada Summer Jobs Program

**Location:** Victoria, BC, CANADA;

**Number of Positions:** 2

**Application Deadline:** Monday May 15, 2017

**Contact E-mail:** [info@intrepidtheatre.com](mailto:info@intrepidtheatre.com)

**Start Date:** June 24, 2017 (projected)

**End Date:** August 26, 2017 (9 weeks) – PLUS possible one week extension (to Sept 4) by separate contract

**Wage:** \$14.25/hr

**Shifts/Hours:** 30 hours per week

**Location of Activity:** Downtown Victoria, BC

## **CONDITIONS OF EMPLOYMENT THROUGH CANADA SUMMER JOBS PROGRAM**

To apply for this position the applicant must be:

- between 18 and 30 years of age at the start of employment
- registered as a full-time student during the 2016-17 academic year
- intending to return to school on a full-time basis in the next academic year
- a Canadian citizen or permanent resident

Please do not apply if you do not meet the above qualifications: your application cannot be considered.

## **PROJECT DESCRIPTION & QUALIFICATIONS:**

The Festival Production Assistant (PA) will be involved in the day-to-day planning, administration, and production of the Victoria Fringe Theatre Festival, a large-scale, international performing arts festival in Victoria BC. The Production Assistant will be an important part of the Festival Admin team and encouraged to participate in a diverse range of projects and to assist where needed in the office or on the festival site. This allows maximum exposure to all elements of festival coordination.

Experience or interest in festivals, live performance (theatre), and community events are an asset.

Applications by Indigenous, Metis, and visible minority students are encouraged as a priority of this CJS placement.

### OBJECTIVES OF THIS POSITION:

To prepare students for future employment opportunities in the arts and culture sector, particularly in event production, management, promotions and publicity, and general operational requirements of Festivals in a fast moving professional environment. An excellent position for students considering careers in Performing Arts, Tourism, Event Planning, Cultural Resource Management, Business Management or Education.

### DETAILED DESCRIPTION OF ACTIVITIES:

- Reception, phone, database, and other office assistance as required
- Participation in Staff & Production meetings
- Assist in the collection and processing of participant forms
- Assist with program and poster distribution
- Pitching in with staff on daily production duties as required
- Promotional outreach at external events
- Project-based activities: ie. organizing supplies, phoning for quotes, making signs
- Assist with the planning and production of FringeKids Fest and other special events
- Assuming a role in a festival department aligned with interests and abilities of student (ie box office services, volunteer services)

### LINES OF ACCOUNTABILITY

The Production Assistant reports to the Executive Director and will work closely with the Producer and production staff, who will determine projects, evaluate tasks while monitoring progress and adherence to project timelines.

### ABOUT THE EMPLOYER

Established in 1986, Intrepid Theatre produces large-scale theatre festivals in the summer months: Uno Fest (May), OUTstages (July), and the Victoria Fringe Theatre Festival (Aug-Sept). The Fringe is an eleven-day international live theatre festival that features up to 60 productions and free public events on ten stages around Victoria, for an audience of more than 20,000 annually.

### HOW TO APPLY

Please submit a one-page cover letter outlining relevant experience/qualifications, the phone number of two references, and current resume to:

[info@intrepidtheatre.com](mailto:info@intrepidtheatre.com)

or in person/by post/courier to Intrepid Theatre, #2 – 1609 Blanshard Street, Victoria BC V8W 2J5

**DEADLINE: Monday May 15, 2017, 5:00 pm**