



**SEEKING APPLICATIONS FOR
ARTSTREK PROGRAM ASSISTANT**
Deadline to Apply: March 29, 2019

Theatre Alberta is a provincial arts service organization and registered charity that proudly represents ~1,000 theatre artists, enthusiasts, students, educators, and community and professional theatre companies from across the province. We are dedicated to encouraging the growth of theatre in Alberta by providing the highest quality programs and services:

- ❖ workshops and camps for teens and adults, urban and rural
- ❖ Canada's largest independent fully-circulating theatre library
- ❖ online resource sharing services for auditions, employment, and productions
- ❖ theatre news, publications, and advocacy

We require a highly motivated and detail oriented human to join our team this summer as **Artstrek Program Assistant**. This is a temporary full-time position commencing April 29, 2019, and concluding August 30, 2019 (18 weeks). The hourly wage will be \$17.50.

The Artstrek Program Assistant provides vital administrative support to our renowned annual theatre school for teenagers. Artstrek is an overnight summer theatre school, held at Red Deer College, that has been operating in Alberta for more than 50 years, and that attracts ~300 young theatre enthusiasts from across the province each summer. The Artstrek Program Assistant is primarily responsible for student registration, which includes tracking all applications and payments received, confirming medical information, accepting letters of recommendation for each student, and managing all student/family communication. Other duties include Artstrek marketing, outreach, fundraising, evaluation, materials and equipment coordination, and program wrap up and reporting.

Applicants should be enthusiastic about theatre, passionate about customer service and education, and able to work independently and as part of a team. Excellent computer skills, especially experience with Excel and databases, excellent communication and interpersonal skills, a previous history with the Artstrek program (as a student or supervisor), and participation in a post-secondary theatre, drama education, and/or arts administration program will be considered assets.

Priority/special consideration will be given to candidates eligible to participate in federal and provincial summer employment programs and to candidates who self-identify as members of the Government of Canada's employment equity groups. For more information, please visit [Canada Summer Jobs](#) and [Alberta Summer Temporary Employment Program](#) and [Government of Canada Employment Equity Groups](#). Please note that Canada Summer Jobs no longer requires eligible employees to be current/returning students.

The Artstrek Program Assistant will work in the Theatre Alberta office in Edmonton for the duration of the contract, save for one week—July 2-7, 2019—when work takes place at Red Deer College with other Artstrek staff. Travel, accommodations, and meals are provided by Theatre Alberta for this week.

To Apply: Please email your resume with a detailed letter of interest to Keri Mitchell, Executive Director, by **March 29, 2019**. theatreab@theatrealberta.com

To learn more about Theatre Alberta, please visit us at www.theatrealberta.com.

Theatre Alberta is committed to inclusive hiring. We encourage applications from individuals who self-identify as members of under-represented communities. Artstrek is a safe space that welcomes and fosters inclusivity, both in our staff and our students. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.