



# Ghost River Theatre

## Administrative Assistant (Part-Time)

### Who Are We?

Ghost River Theatre calls Treaty 7 territory our home base, which is the traditional territory of the Blackfoot Confederacy, which includes the Kainai, Siksika and Piikani nations, Tsuu T'ina (Dene) Nation and the Stony/Nakoda Nation, which include the Bearspaw, Chiniki, Wesley Nations and the Metis Nation Region 3.

Ghost River Theatre values the daring, the illuminative, and the surprising. Our work often examines exceptional individuals in extraordinary circumstances, subjects whose volatile relationship with ambition mirrors our obsession with wrestling with the impossible, constantly reframing and rediscovering what theatre is and is capable of. We are committed to expanding the language of theatre; to creating contemporary mythologies based on stories that reflect our experience of the world.

Led by Artistic Director Eric Rose and Executive Director Kate Stadel, Ghost River Theatre is an award-winning devised theatre company that creates, develops, and mounts original productions through a significant investment in imaginative research and development. We make our work in a rigorous, supportive, collaborative-creation environment that recognizes and utilizes the unique abilities of all participants, premiering our work in Calgary and then touring it nationally and internationally. Our work embraces a hybrid of high-tech visual spectacle with low-fi theatrical magic.

### The Role

We are recruiting a part-time administrative assistant to join our team on a Canada Summer Jobs contract. This is a new position created to support the company's needs that's built around learning from our Executive Director and Producer. If you're interested in learning more about arts administration, this is the opportunity for you. In addition, this position is responsible for handling daily support to the ED and Producer.

This role will help us work toward our 2021-2024 strategic goals and priorities, our [embedded values](#), and our commitment to [The 35//50 Initiative](#).

### Tasks

We're seeking administrative support for the Executive Director and Producer. Day to day tasks will include, but are not limited to:

- Calendar management
- Website updates
- File management (both digital and physical)
- Act as the primary point of contact for our Digital Arts Sharing Program (DASP).
- Work with the team to help write and proofread grant applications
- Help organize and update our databases

We will also support and assist any professional development opportunities which may arise, such as webinars.

## Who Are You?

For this position, we are looking for someone who is passionate about arts administration and looking for opportunities to learn more about what producing and arts admin work entails.

You are enthusiastic, organized, motivated and are transparent in communications regarding your work with GRT. You are comfortable with multiple tasks while identifying priorities and not afraid to ask for help or ask questions.

You are committed to equity, diversity, inclusion, and accessibility and are committed to continuously learning how to provide opportunities and success for artists better.

You are passionate about working with people and interested in building relationships. You have strong computer skills, are familiar with Mac environments, square space, Adobe, Microsoft office (specifically excel and word), and can adapt quickly to new software and processes.

Most importantly, you're a do-er. You enjoy checking things off your list with pride.

## How to Apply

Please indicate your interest by emailing [play@ghostrivertheatre.com](mailto:play@ghostrivertheatre.com) with your resume and cover letter. If you would like to request application assistance, please contact [play@ghostrivertheatre.com](mailto:play@ghostrivertheatre.com) or call 403-242-7118 x2 for assistance.

Please apply by May 17<sup>th</sup>, 2021. We're hoping the chosen applicant will begin work by the end of May or beginning of June.

This position is 20 hours/week at \$17/hour. The position is for 14 weeks. We expect your 20 hours will be consistent over the course of this contract. This position is funded through the Canada Summer Jobs program so applicants must be under the age of 30 years old at the time they start work and must be eligible to work in Canada.

GRT is committed to actively supporting anti-racism & anti-oppression and working against systems of oppression. As part of our efforts towards a more equitable, diverse, inclusive and accessible future in the performing arts, we are recruiting to build a diverse team of people of all backgrounds and identities.