



## **JOIN THE SPRINGBOARD TEAM**

Springboard Performance is hiring 5 summer internship positions:

- Cultural Programming Production Assistant
- containR Art Park Facility and Production Assistant
- Event Coordinator
- Cultural Programming Administrative Assistant
- Digital Content Coordinator

**DEADLINE TO APPLY: FRIDAY, MAY 21, 2021 - 11:59PM MST**

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### **About Springboard Performance**

Springboard Performance is a non-profit organization that is devoted to connecting artists and audiences, bodies, and minds through physical performance-based contemporary creation and public space interventions.

We provide opportunities for artists to risk, learn, create, perform, and connect with local and national communities.

Springboard produces the Fluid Movement Festival, Interrarium Creation residency; the Signature Dance Series, interdisciplinary works for stage and screen; and we develop, oversee and program containR, a creative placemaking arts hub for events, outdoor arts and culture happenings.

For more information, visit [springboardperformance.com](http://springboardperformance.com).

### **GENERAL QUALIFICATIONS**

- Enthusiastic, open-minded creative thinker with strong interpersonal skills
- Excellent communication skills with the ability to work independently and in collaboration with a group
- Strong organizational and time-management skills are essential
- Excellent writing and speaking skills
- Proficient in Microsoft Office and Google Platform
- Interest in the arts and linking cultural, sustainability, and community organizations is an asset
- Interest in the performing arts, production or pursuing a career related to the arts or non-profit sector is an asset

## **TERMS OF EMPLOYMENT**

20-25 hours/week for 20-23 weeks depending on position. Occasional evening and weekend hours required. The negotiable start date is June 7, 2021. Please note that the start date may be delayed due to COVID-19.

The candidate must be able to work remotely and at containR Art Park in Sunnyside location. Springboard is an equal opportunity employer, committed to hiring a diverse team. We welcome and consider applications from all qualified parties. Upon request, reasonable accommodations will be made to reduce barriers to applying.

The positions are funded through the Canada Summer Jobs Employment Program.

### **To be eligible, a candidate must:**

- Under 30 years of age at the start of employment
- 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
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**To apply, please submit a cover letter and resume addressed to Tayla Mapatac, at [tayla@springboardperformance.com](mailto:tayla@springboardperformance.com) 11:59pm MST, May 21, 2021. Interviews will take place between May 24 - 28, 2021.**

## **CULTURAL PROGRAMMING PRODUCTION ASSISTANT (PART-TIME)**

The Cultural Programming Production Assistant will play an active role in the execution of logistical planning and production of Springboard programming inclusive of containR, Fluid Fest, Signature Dance Presentation Series, and Interrarium Residency and Training Program.

### **RESPONSIBILITIES**

- Maintaining the containR event and production schedule and reporting information (regarding engagement and programming);
- Assist in neighbourhood site-specific programming contracts;
- Assist with coordination of itineraries, accommodations and technical schedules;
- Liaise with venue partners and sponsors;
- Act as a liaison between artists and operations team;
- Volunteer outreach, coordination, and training;
- Assist in equipment rentals and acquisition of licenses;
- Complete all required AHS documentation and approvals and ensure AHS guidelines are adhered to.

### **INTERNSHIP SPECIFIC QUALIFICATIONS**

- Technical production and/or stage management experience an asset;
- Organizational mind and passion for logistical planning;
- Valid driver's license and own transportation an asset;
- The ability to work remotely as well as evenings and weekends at event locations.

### **TERMS OF EMPLOYMENT**

- Compensation for this position is \$17/hour.
- 20 hours/week for 20 weeks.
- Occasional evening and weekend hours required.
- The negotiable start date is June 7, 2021. Please note that the start date may be delayed due to COVID-19.

## **CONTAINR ART PARK FACILITY AND PRODUCTION ASSISTANT (PART-TIME)**

The containR Art Park Facility and Production Assistant will play a crucial role in the execution of containR programming acting as on site community, renter and partner liaison and attending to logistics, production and maintenance of containR Art Park for season programming.

### **RESPONSIBILITIES**

- Act as an on-site liaison for scheduled containR events;
- Act as a supervisor for weekly scheduled programming hosted by Springboard Performance;
- Liaise with the community, renters and partners;
- Basic cleaning and maintenance of containR site for safe public use;
- Assist in event and technical equipment set up, training provided;
- Responsible for ensuring all events adhere to current AHS guidelines for the protection of COVID-19.

### **INTERNSHIP SPECIFIC QUALIFICATIONS**

- Ability to lift 20+ lbs;
- Comfortable working outdoors and in public spaces (in summer months);
- Comfortable working with the public;
- Experience with tools and audio equipment is a strong asset;
- The ability to work remotely as well as evenings and weekends at event locations.

### **TERMS OF EMPLOYMENT**

- Compensation for this position is \$17/hour.
- 25 hours/week for 20 weeks.
- Occasional evening and weekend hours required.
- The negotiable start date is June 7, 2021. Please note that the start date may be delayed due to COVID-19.

## **EVENT COORDINATOR (PART-TIME)**

The Event Coordinator will play a crucial role in the execution of containR programming acting as on site community, renter and partner liaison and attending to logistics of all containR events.

### **RESPONSIBILITIES**

- Assist in planning of Springboard community events, stage productions, and educational initiatives, developing audience and communicating Springboard programming;
- Respond to email and phone inquiries regarding event bookings;
- Assist in maintaining master schedules for containR including event and production schedules;
- Support the set-up and take-down of events;
- Provide tenants and partners with equipment lists, rental options and site tours;
- Volunteer coordination and manage volunteer sign up;
- Act as the on-site liaison for scheduled containR events;
- Liaise with renters and organizational partners;
- Responsible for ensuring all events adhere to current AHS guidelines for the protection of COVID-19.

### **INTERNSHIP SPECIFIC QUALIFICATIONS**

- Ability to lift 20+ lbs
- Comfortable working outdoors and in public spaces (in summer months);
- Comfortable working independently on site;
- Comfortable working with the public;
- Experience with audio equipment as an asset;
- The ability to work remotely as well as evenings and weekends at event locations.

### **TERMS OF EMPLOYMENT**

- Compensation for this position is \$17/hour.
- 25 hours/week for 20 weeks.
- Occasional evening and weekend hours required.
- The negotiable start date is June 7, 2021. Please note that the start date may be delayed due to COVID-19.

## **CULTURAL PROGRAMMING ADMINISTRATIVE ASSISTANT (PART-TIME)**

The Cultural Programming Administrative Assistant will provide administrative and operational support to ensure successful coordination and execution of all containR programming.

### **RESPONSIBILITIES**

- Maintain master schedules for containR including event and production schedules;
- Assist with artist, renter and partner contract administration;
- Assist with coordination of Springboard programming Coordinate artist itineraries, accommodations, and schedules;
- Involvement in City, partner, artist and sponsor communications;
- Assist in volunteer recruitment and coordination;
- Maintain containR renter and volunteer contact list;
- Serve as FOH for on-site events as needed;
- Assist in AHS reporting.

### **INTERNSHIP SPECIFIC QUALIFICATIONS**

- Administrative experience and excellent computer skills;
- Comfortable working outdoors and in public spaces (in summer months);
- Comfortable working with the public;
- The ability to work remotely as well as evenings and weekends at event locations.

### **TERMS OF EMPLOYMENT**

- Compensation for this position is \$17/hour.
- 25 hours/week for 20 weeks.
- Occasional evening and weekend hours required.
- The negotiable start date is June 7, 2021. Please note that the start date may be delayed due to COVID-19.

## **DIGITAL CONTENT COORDINATOR (PART-TIME)**

The Digital Content Coordinator position will work with the Marketing and Communications Manager and the Audience Engagement and Marketing Coordinator to plan and create content for all of Springboard's digital channels including containR, Fluid Fest, and Season Presenting. This position will be responsible for design, photography, and video production as well as content plans for social media and the website.

### **RESPONSIBILITIES**

- Create digital content including photo, video, and graphic design for dissemination on social media and the Springboard website;
- Assist in developing marketing campaigns with planned digital content;
- Seek out and present opportunities for social media improvements (increased engagement, visitation, followers, usability, etc.);
- Assist on set with production and editing;
- Attend Springboard events including containR and Fluid Fest for video and photo documentation;
- Alongside the marketing team, manage a social media content calendar and regularly engage with Springboard and containR audiences.

### **INTERNSHIP SPECIFIC QUALIFICATIONS**

- Graphic design, photography, and/or video production interest and/or experience;
- Experience and/or interest in social media management;
- Strong organization and communication skills including written material;
- The ability to work remotely as well as evenings and weekends at event locations.

### **TERMS OF EMPLOYMENT**

- Compensation for this position is \$17/hour.
- 20 hours/week for 23 weeks.
- Occasional evening and weekend hours required.
- The negotiable start date is June 7, 2021. Please note that the start date may be delayed due to COVID-19.