



Production Assistant

Reporting to the Production Manager, the Production Assistant is an 8-week contract position focused on helping our Production team with a wide range of tasks relating to both the business administration and technical support side of Production.

You are passionate about the local arts scene and are energized by live performances! You possess an eagerness to learn and an interest in all the technical, mechanical, and theatrical details that go into getting events and productions up and running. Whether it relates to the areas of sound, lighting, carpentry, rigging, stage management, client relations, or just understanding how a concert hall operates – you're excited to learn about it!

You are someone with a strong aptitude for technology – showcased by your ability to manage online tasks, digital platforms, and social tools. While you work well on your own, you shine in collaborative team-based environments and have a willingness to always jump in and provide assistance wherever needed. No job is too big or too small, and you approach every task with a motivated and open mindset. You're a strong communicator – both verbally and written – as evident through the ongoing conversations around the organization of digital Production assets, consolidation of information, and assistance in advancing live events through both a Production and client relations lens. You're comfortable in taking direction and asking for clarification or help when you need it, especially when it comes to safety.

Who we are:

Arts Commons is embarking on a new path to support the Arts Commons ecosystem inclusive of artists, resident companies, and community groups. As one of the largest performing arts centres in Canada, Arts Commons strives to break down barriers to cultural participation by providing a modern, open, and inclusive gathering space in a central location.

We are:

Stewards of an arts ecosystem

- Our mandate is to provide and care for artists and arts organizations

An Arts Presenter

- Our mandate is to produce and present multiple series, presentations and education programs annually

A Facilitator

- Our mandate is to ensure equitable access and utilization of our assets, by ourselves, our Resident Companies, and the community at large

At a glance

Employment: Contract (8 weeks)

Hours: FT (40 hrs)

Term Date: May/June to July 2022

Wage: \$21.00/hr

Location: In-office

Join us today and see for yourself some of the many reasons why we were voted one of Alberta's Top Employers!

To apply, send your resume and cover letter to:

employment@artscommons.ca

Closing Date: May 24, 2022

What we offer:

On top of the excitement of working with a team of committed performing and visual arts professionals at one of Canada's top performing arts facilities, Arts Commons offers:

- A collaborative, engaging and values driven work environment
- Wage of \$21.00/hr at 40hrs/wk for an 8-week period
- A summer work experience directly related to technical theatre production, in a dynamic environment that will have you engaging with the arts and different communities

What we value:

We are looking for individuals who share our vision of building a creative and compassionate society, inspired through the arts. Our team is made up of people with a diverse range of interests — singers, actors, musicians, playwrights, coaches, teachers, gamers, bakers, photographers, athletes, dancers. People whose interests encompass the widest spectrum. We even have furry, four-legged friends in the office. We value people who strive to do the right thing, and work to be their best. People with open minds, hearts and arms.

What you will get to do here:

The main focus of this role is Production support in the areas of planning, organizing, and logistics of live performing arts. Administrative and digital skills will be developed in this role as the Production Assistant will be supporting with projects relating to MS SharePoint Production site management, production equipment inventory, technical equipment continued lifecycle program development, and general arts/theatre/technical industry job shadowing. Tasks and responsibilities, in detail, include:

MS SharePoint Production Site Management

- Assist in the organization of digital Production files
- Tagging of files for easy search retrieval
- Transfer of archived Production files into SharePoint
- Production site design
- Development of one-page how-to guides for various aspects of technical client-facing processes

Production Equipment Inventory

- Build online resource sites and manuals for online management of resources
- Create an updated inventory of all Production equipment, for ease of reference in availability, life-cycle status of equipment, future purchasing needs, etc. Equipment inventory includes:
 - Technical production equipment, Replacement parts, and Installation Parts

Technical Equipment Continued Lifecycle Program Development

- Develop recycling/re-sell program to extend the lifecycle of used production equipment
- Create online accounts (eBay/Kijiji/FB Marketplace, etc.) for ongoing sales of retired equipment
- Seek out community groups/organizations/programs that would benefit from a donation of retired equipment
- Manage the recycling of materials such as old paints used in stage productions and other items like computers and technical accessories

Arts/Theatre/Technical Industry Job-Shadowing

- Assist Production team in Venue and Resident Company production walk-throughs
- Shadowing technical crew with show setups and show calls
- Observe client interactions for third-party events require Production and technical services
- Assist other members of the Production/Operations teams with general filing and clerical work

You will be a great fit if you...

Must have:

- An education or strong interest in theatre production
- Strong attention to detail
- Strong written and verbal communication skills
- Strong problem-solving and critical-thinking skills
- Excellent interpersonal and organizational skills
- Strong digital skills – especially pertaining to learning new softwares and programs, working with technology, and utilizing online and digital tools and platforms
- Intermediate to advanced level of proficiency in all Microsoft Office / Office 365 applications (Word, Excel, Outlook)
- A passion for the arts!
- **As this position is part of the Canada Summer Jobs program, applicants must be between the ages of 15-30 years in order to be considered**

Nice to have:

- Experience collaborating on online databases like SharePoint
- Business administration experience is an asset
- Either working towards, or recently completed education in Theatre, Drama, or Liberal Arts degree/diploma program from a recognized post-secondary institution or technical institute (SAIT, etc.), an asset

If you are interested in applying to this exciting opportunity, please forward your resume and cover letter in confidence to:

**Human Resources
Arts Commons
205 - 8th Ave SE Calgary, Alberta T2G 0K9
Email: employment@artscommons.ca**

Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found. For best consideration, please apply by the deadline date. While we hope to fill this position as earliest as possible, our commitment to finding the right candidate may require more time.

We thank all interested applicants in advance but will only be contacting those selected for an interview.

If you have any specific questions to ask in relation to the role, please send them to the email address above and a member of our team will do our best to respond to you in a timely manner.

Commitment to Inclusion, Diversity, Equity & Accessibility (IDEA)

As part of our organization's commitment to IDEA, we work to remove barriers in collaboration with a broad range of voices. Removing these barriers begins with the hiring process.

To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. Requests for accommodation can be made at any stage of the recruitment process, and applicants are asked to make their accommodation needs known.

It is the unique contributions of all our people at Arts Commons that drives our success. We are committed to providing an environment free of harassment and discrimination for everyone, and we will continue to work to ensure that our teams reflect the diversity of the communities we serve.