



Quest Theatre Job Search

Summer Camp Assistant Coordinator (Full-time, 8 weeks)

Quest Theatre is looking for camp assistant coordinators aged 18-30 to ensure the smooth operation of Drama Camps for young people aged 6-15 in summer 2023. The assistants will report to the Program Coordinator, and support Camp Instructors, and students.

Responsibilities

- Administrative preparations such as compiling documentation & supplies, registration info, class lists, gathering & maintaining waivers and permissions
- Preparation and cleaning of physical spaces – office, rehearsal halls, theatre
- Gathering and organizing supplies
- Running daily operations of the Summer Camp including welcoming campers and parents, supervision and mentorship of children, working with instructors, leading drama games and creative activities, administering first aid, working with youth volunteers
- Assisting with final camp performances including technical aspects such as sound and lighting, props and costumes, plus filming/recording as needed
- Ensuring all security, emergency, and health & safety protocols are followed
- Other duties as mutually agreed upon with supervisor.

The ideal candidate...

ESSENTIAL:

- Possess the ability to supervise young people between the ages of 6 – 15 (previous experience preferred)
- Be highly organized
- Have an understanding of the creative theatre process and have experience and/or education in this area
- Display strong communication and interpersonal skills



- Be committed to the creative development and the theatrical education of participants
- Know how to have fun!

GOOD TO HAVE:

- Some experience with the creative use/construction of props, costumes and sets
- computer literate
- driver's license

OTHER REQUIREMENTS:

- Security check (paid by Quest Theatre)
- Candidates must be aged between 18 and 30, as this job is funded through the Canada Summer Jobs program.

Contract Details

This is a temporary employment role for 8 weeks for 35 hours per week / 7 hours per day between July 3 and August 25, 2023

Remuneration is \$20 per hour plus 4% vacation pay

One week of training will be provided prior to camps starting. First Aid certification will be included if needed (training by an external provider).

Location: cSPACE Marda Loop in Calgary.

This role is largely Mon-Fri 8:15am-5pm (camps run 9am-4:00pm) with a 1 hr unpaid meal break. On the job training, support and supervision will be provided by our small and dedicated team.

Apply Now

Apply by **Friday April 28, 2023, at 4pm** to admin@questtheatre.org. Please use **Camp Assistant Application** in the email subject line.



Include the following in your email:

- Cover letter
- Resume
- Link to a Short Video:
 - Create a 30 second to 2-minute video that teaches something to young people.
 - Choose a drama activity for young people between the ages of 6 and 15 (please identify what ages it would be best for).
 - Introduce the activity and give clear instructions.
 - Conduct the activity. We recognize this assignment is somewhat artificial, but see if you can demonstrate how you would inspire young people to participate in your activity (i.e. imagine young people are watching you and you are leading them in the activity).
 - Videos can be shot on your phone or computer and uploaded to the platform of your choice.
 - This assignment is for internal purposes only and will not be shared outside of the Quest staff.
 - If you require special access needs (no access to equipment, D/deaf, or B/blind, ESL, please let us know).

We respectfully invite and encourage (but do not require) candidates to let us know in their cover letter if they belong to one or more equity-seeking groups such as Indigenous (First Nations, Metis and/or Inuit), Black, People of Color, LGBTQ2SIA+, newcomers to Canada, those living with disabilities and/or caregivers. We would be happy to discuss accommodating your specific access and other needs.

We thank all those who apply and everyone can expect a result response once we have chosen the successful candidate(s).

This position is made possible thanks to funding from Canada Summer Jobs as well as Quest Theatre's operational funders, Calgary Arts Development, Alberta Foundation for the Arts and Canada Council for the Arts.



Quest Theatre's Inclusivity Statement

Quest believes all artists should explore theatre for young audiences as part of their ongoing practice. We encourage and want to work with any artist who is passionate about sharing their love of theatre with young people. In order to create meaningful and relevant work, it is important that we expose young people to diverse artists, cultural viewpoints, and a myriad of human perspectives. We want you just the way you are, because somewhere out there, is a young person just like you. You are an important piece in our job to share theatrical stories that promote a happy, healthy, and inclusive society for everyone.

Background Information

Quest Theatre, and the location of our summer camp, is at cSPACE Marda Loop, 1721 29 Avenue S.W. Calgary, Alberta in Suite #325. Please visit www.questtheatre.org for more information on the organisation.

For over 35 years Quest Theatre has envisioned a galaxy where theatre is valued as an essential part of growing up. We create community through exceptional theatre adventures for young people throughout Alberta with our touring school productions, Artists in School Programming, and our wildly creative Summer Camps. We delight in creating intelligent and whimsical work that encourages young people to explore who they are, discover what is important, and build the kind of world we want to live in. We are creative, meaningful, and responsible community builders, who enthusiastically celebrate the inspiring journey of young people!



Peter, Youth Volunteer 2022!