

### **Festival 2021 Production Assistant**

Hourly Rate: \$14.75

Hours/Week: 12

Timeframe: May 3 – October 10 (23 weeks)

The position of Production Assistant supports the company's mission and values with general knowledge and work experience in the areas of production, technical and stage management. The Production Assistant supports and assists with the execution of the company's production activities for Summer and early Fall 2021 including productions and staged readings.

**Goal:** To assist with tasks in the areas of pre, production and postproduction and management supporting the design, technical and stage management teams during the day to day preparation and operations of festival events and productions.

**General responsibilities:** This position is responsible for assisting with a variety of production support tasks (eg. communications, schedules, script assist, set and stage equipment change overs) as assigned by the Production Manager in consultation with appropriate designers and stage managers. The Production Assistant will report to and work under the direct supervision of the Production Manager and will remotely and on site (subject to Covid 19 protocols) with the appropriate production & artistic team members, dependent on the production or program.

### **Requirements**

This is a government funded position and the successful candidate is between the ages of 15 and 30, a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act 2, be legally entitled to work under relevant provincial legislation and regulations, and possesses the following skillsets:

- Previous theatre production & stage management training and/or experience ideal
- Previous theatre technical and set construction/decoration training and/or experience ideal.
- Previous theatre experience and knowledge in any area a major asset
- Ability to work well in a high energy, multi-task environment
- Ability to work independently or with little supervision as required
- Strong organizational skills
- Able to work well with multiple team players and Theatre 3x60 personnel
- General computer skills (working knowledge of Word, Excel)

**The successful candidate must have access to independent, reliable transportation as relates to the position requirements for the duration of the placement.**

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***Covid related priority for 2021*** – due to the location of our office, performance and storage facilities, preference will be given to applicants who reside in Durham region and can confirm safe accommodations and transportation within Durham region.

This position is subject to funding.

**Applications will be accepted until April 15, 2021**

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at [info@theatre3x60.ca](mailto:info@theatre3x60.ca). We thank all applicants for their interest, but will be contacting only those candidates required for an interview.

*“Theatre 3x60/Theatre on the Ridge is committed to diversity and inclusion in our hiring and recruitment practices, and encourage applications from culturally diverse persons, Indigenous persons, deaf persons and persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. We welcome applications from persons with disabilities to the extent possible with the physical spaces of our venues and requirements of the positions available.”*