



**ARTS UMBRELLA**

## **PRODUCTION ASSISTANT, THEATRE & MUSIC**

**16-Week Contract: April 24, 2019 to August 7, 2019**

**Full-Time (30 hours weekly): position available subject to funding by Canada Summer Jobs**

### **About Arts Umbrella**

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Dance, Theatre, and Visual Arts. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change kids' lives in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—things they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We reach close to 21,000 students every year, with nearly 80% participating at little to no cost.

Now celebrating its 40<sup>th</sup> year, Arts Umbrella will be moving in 2020 into the South Building that formerly housed Emily Carr University of Art + Design on Granville Island. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

### **The opportunity**

Reporting to Associate Artistic Director of Theatre & Music and to the Coordinator of Theatre & Music, the Production Assistant supports the delivery and completion of Arts Umbrella's youth theatrical productions, local performance tour, and course programming. The Production Assistant will support marketing and publicity, box office operations, production and design elements for student productions, and assist with the coordination of storage solutions for costumes, props, and sets.

### **About you**

In compliance with the eligibility requirements as stipulated by the Canada Summer Jobs funding, candidates must meet the following criteria:

- Between the ages of 15 and 30 years of age at the start of the employment
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- 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

Arts Umbrella Granville Island: 1286 Cartwright Street, Vancouver, BC, Canada V6H 3R8

604-681-5268 | [info@artsumbrella.com](mailto:info@artsumbrella.com) | [artsumbrella.com](http://artsumbrella.com)

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## ARTS UMBRELLA

- Holds 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

Valid Occupational First Aid Level 1 and Emergency Childcare First Aid are assets.

The ideal candidate will have the following competencies:

- Ideally suited to those currently enrolled in a post-secondary theatre program
- A keen interest in theatrical production
- Proficiency in Microsoft Excel, Outlook, Word
- Proficiency with social media posts and page management
- Some technical knowledge of theatrical pre-production and production skills and processes
- Ability to build positive relationships and has excellent interpersonal skills
- Strong multi-tasking skills; able to prioritize and manage competing priorities

### **How to apply**

If you would like to make a difference in the lives of children & teens in Metro Vancouver, please forward your resume and cover letter in one document to [job@artsumbrella.com](mailto:job@artsumbrella.com) no later than **9 AM Friday, March 22<sup>nd</sup>** indicating **Production Assistant, Theatre & Music** in the subject line.

We will review resumes as they arrive and schedule interviews when appropriate.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted.