



Work With Us

The Theatre Centre is currently seeking a temporary **Administrative Assistant** (Canada Summer Jobs)! This role will ideally begin in early May with some flexibility around the start date.

Administrative Assistant: Temporary 15-week position (Canada Summer Jobs)

Hours: 30 hours/week

Salary: \$18/hour

Start date: May 2024

Deadline to apply: ASAP, rolling until position is filled

As the Administrative Assistant, you'll work closely with the Managing Director and the Producers to support general administration for The Theatre Centre and its special programming year. The successful candidate will develop varied skills including data entry, fundraising, event planning, producing, and general administration while gaining insights into working in Toronto's arts non-profit sector.

Tasks and Responsibilities include:

- Supporting the Producing team with general administration and event planning for The Theatre Centre's community activities (part of our 10-Year Building Anniversary Programming).
- Collecting statistics and testimonials to develop a final report framework/process for all anniversary programming activities
- Assisting the Managing Director and Communications team to execute the end-of-year fundraising campaign in June.
- Migrating archival blog posts to The Theatre Centre's new website.
- Assisting with data entry to maintain donor and patron files in our internal database system (VBO).
- Support Managing Director in maintaining filing systems, both electronic and hard copy.
- Other administrative and event support duties as needed.

Desired Qualities & Qualifications:

- Interest in arts administration, event planning, and producing.

- Excellent organization, time management, and writing skills.
- Experience working with Microsoft Office (Word, Excel), Google Drive.
- Experience working with CRM systems (VBO), websites (Wordpress), and email marketing platforms (Mailchimp) is an asset.
- Experience with Graphic Design (Canva and Creative Suite) is an asset
- Ability to work on-site in Toronto.

This position is funded through the **Canada Summer Jobs program**. Candidates must:

- Be between the ages of 15 to 30 years old (inclusive) 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; and,
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*International students are not eligible to apply for this position as per the Canada Summer Jobs requirements.

The Theatre Centre is committed to employment equity. We encourage applications from queer, transgender and two-spirit people, First Nations, Inuit and Métis, Black people and people of colour, and people with disabilities. We're also committed to providing accommodations for people with disabilities in all parts of the hiring process.

Application Process: The Theatre Centre is committed to employment equity. We encourage applications from queer, transgender and two-spirit people, First Nations, Inuit and Métis, Black people and people of colour, and people with disabilities. We're also committed to providing accommodations for people with disabilities in all parts of the hiring process. If you require an accommodation, please email jobs@theatrecentre.org and we will work with you to meet your needs.

Applicants are asked to submit a resume and a quick introductory email to jobs@theatrecentre.org. In your email, please let us know where you heard about the

job. Thank you for your interest! While we thank all applicants who submit their candidacy for this posting, personal responses to all enquiries may not be possible.

About The Theatre Centre

The Theatre Centre is a nationally recognized live-arts incubator and community hub. Our mission is to offer a home for creative, cultural and social interactions to invent the future. We make work that spans disciplines and genres; work that pushes the boundaries of what is considered performance.

In 2014, The Theatre Centre completed a \$6.2 million transformation of an iconic heritage building into a permanent home for the company. Since that time, we've established ourselves as a cultural & community hub in the heart of West Queen West. As a charitable organization, we continue to be known for having research & development at the heart of our artistic activities, through our long-term Residency Program. Recently among our Residency artists have been a choreographer, a performance artist, and a neurologist. No two projects are alike.