



**ENDLESS
POSSIBILITIES**
on every
stage.

INTERNSHIP: CANADA SUMMER JOBS

Artistic Intern

We're looking for an Artistic Intern and we're hoping that person is you! Now is an exciting time for an internship with our dynamic company!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 650 productions. We are grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the $\chi^w m \theta k w \acute{e} \acute{o} m$ (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

Who Are We?

We are scrappy, ingenious trailblazers who create powerful, intimate artistic experiences that make you feel fully alive.

What Is Our Purpose?

To make our community come alive.

What Is Our Vision?

A world where vibrant communities are shaped by stories that inspire connection and vitality in us all.

Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.

- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.
- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safer work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

DUTIES AND RESPONSIBILITIES

Auditions:

- Learn about and assist in the planning & running of show specific auditions, including outreach, scheduling, greeting artists, and managing set-up and take down.
- Support the submission process through data entry, organizing headshots, and creating audition schedules.
- The opportunity to sit in on auditions as well to learn what it takes inside the room to run audition days smoothly.

Artistic Events:

- Learn about and assist with the planning, organizing and running of artistic events including the BMO Radar: New Works in Progress, workshops, readings, dress rehearsals, opening and closing events
 - o Liaising with artists who are participating in The BMO Radar
 - o Coordinating new play events with box office, front-of-house, and staff.
- Provided support for the Head of New Works and Professional Development in the lead-up to and during the BMO Radar. This includes but not limited to:
 - o the creation of digital documents to develop a comprehensive event archive.
 - o creating and assembling a house program for staged readings
- Support the Artistic team in fostering a sense of community among artists and designers, serving as a point of connection.
 - o Reading script submissions and writing reports

Day to day:

- Tasks and errands may include supporting the Artistic department with maintaining organization in both the office and theatres. Responsibilities could involve printing script packages, assisting at events and performances, data entry, calendar management, taking meeting minutes and organizing and filing paperwork.
- Opportunities to shadow other departments based on personal interest and staff availability.

SKILLS AND COMPETENCIES

- Excellent writing and good organizational skills
- Ability to take direction as well as work independently, using their initiative
- Proficient computer skills in Microsoft Office Suite, particularly Microsoft Excel
- Working knowledge of Drop box and Google Drive
- Good interpersonal and communication skills
- Detail-oriented
- A passion for the arts, specifically theatre is an asset

QUALIFICATIONS

As a recipient of the Canada Summer Jobs Internship Program, you must meet the following criteria:

- You are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under *the Immigration and Refugee Protection Act*.
- You are legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations.
- You are between 15 and 30 years of age (inclusive) at the start of employment.

*International students are not eligible.

ADDITIONAL DETAILS

Duration: July 6 – August 28, 2026 (8 weeks)

Salary: \$18.85 per hour

Employment Type: Internship Full-time (35 hrs. per week)

Schedule details: 10 am – 5 pm (Monday to Friday). Some evenings/weekends may be required.*

*****Please note that, due to the nature of the role, there may be occasions when support is required outside of standard 10–5 office hours, particularly during evening performances or dress rehearsals. In such cases, working hours can be adjusted in agreement with your supervisor.*****

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com with the subject: Artistic Intern– Arts Club Theatre Company- Your Name.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

Application Deadline: June 12, 2026

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".