



INTERNSHIP: STUDENT WORK PLACEMENT PROGRAM

Fund Development Assistant

We're looking for passionate, hardworking team player to join the Fund Development Department as a Fund Development Assistant. Now it is an exciting time to join our company!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Entering our 61st season, the Arts Club offers the best in professional theatre and has staged over 650 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer. 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.

Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

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 safe 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.

JOB SUMMARY

This role is contingent on funding from the Cultural Human Resources Council and is a 12-week internship offered through the Student Work Placement Program.

Mentorship and training are core values and each year the Arts Club welcomes interns into the Fundraising Department. For the duration of the placement, an intern will assist in all areas of fundraising including individual giving, corporate sponsorship, special events and grant writing.

The Fund Development Department is overseen by the Director of Fund Development and has a total of six employees. The Fund Development Assistant will work with all members of the Department, but will report directly to the interim Director of Fund Development.

DUTIES AND RESPONSIBILITIES

This position is responsible for:

- Drafting grant applications.
- Silent Auction planning and solicitation.
- Researching prospective donors and sponsors.
- Tracking corporate support in the performing arts community.
- Assisting at the company's Signature fundraising dinners.
- Tessitura database updates as related to special events, sponsors and individuals.
- Tessitura maintenance as needed.
- Assisting in the set-up and execution of the Corporate receptions.

- Assisting in the set-up and execution of the Artistic Director's Circle receptions on opening nights.
- Assisting in the set-up and execution of prospecting events and donor appreciation events.
- Other duties as required.

SKILLS AND COMPETENCIES

- Strong writing skills with a high attention to detail.
- Proficient with Microsoft Office and Outlook.
- Well-developed organization and time management skills.
- Project management and communication skills.
- Confidence when speaking to donors at events or over the phone is an asset.

QUALIFICATIONS

As a recipient of the Student Work Placement Program, you must meet the following criteria:

- Registered student in a recognized Canadian PSE (post-secondary education) institution in any program or field of study.
- Legally allowed to work in Canada according to the laws and regulations of the province or territory where they work.
- Either a Canadian citizen, permanent resident or a person granted refugee protection under the law.

ADDITIONAL DETAILS

Salary: \$18.50 per hour.

Duration: 12 weeks, from September 9, 2024 to November 29, 2024.

Employment Type: Full-time (Monday to Friday, 40 hours per week)*

*On occasion, the Assistant will be asked to work offsite or to stay beyond scheduled hours, however notice will be given in both circumstances and you will receive time off in lieu of any evening work.

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: Fund Development Assistant–Arts Club Theatre Company.

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: July 21, 2024

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”.