



JOB POSTING

# LEAP Program Assistant

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We're looking for a LEAP Program Assistant and we're hoping that person is you! With a return to theatre on our three stages, now it is an exciting time to join our growing company!

LEAP—Learning Early About Playwriting—is a free and interactive program for young people (ages 16–25) in the B.C. Lower Mainland who are interested in playwriting. Over 180 students have been mentored through the creation of original dramatic works since the program's inception in 2006. Participants learn the basic principles of playwriting, share their work with classmates, and provide feedback for one another in a safe and supportive environment. Students also receive feedback from theatre professionals and have their plays workshopped and presented to the public in staged readings.

The program is also aware to meet the access needs of the students. You can check more about it here: <https://artsclub.com/education/leap#program-details>

## About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now in our 60th season, the Arts Club offers the best in professional theatre and has staged over 630 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- 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.

## Our Vision

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

## Our Mission

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

## 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.

## JOB SUMMARY

The LEAP Program Assistant works closely with the LEAP Co-Leaders to help with the smooth running of the program, both educationally and administratively. Classes for the LEAP program run from November to March with various workshops and writing labs in March/April culminating in the LEAP festival in May.

## DUTIES AND RESPONSIBILITIES

The Program Assistant will be expected to attend to the following responsibilities.

- Participate in dramaturgical discussions of first drafts and reading drafts of the student's work.
- Administrative support for the LEAP program Co-Leaders/Instructors.
- Take on the role of instructor, if necessary, in consultation with the Program Leaders.
- Participate in dramaturgical meetings.
- Assist in the role of mentoring the students.
- Preparation of the LEAP Festival Program for distribution to the public during the readings.
- Assist and help coordinate the workshops, and writing labs, and final LEAP Festival readings.

## SKILLS AND COMPETENCIES

- The ability to listen and respond to the specific and diverse needs of the cohort.
- The ability to assist with developing a maintain a warm and supportive space for the students.
- Excellent communication skills.
- The ability to works with the program Co-Leaders to meet the demands of the cohort; a devotion to inclusion, providing access needs, and the importance of serving the needs of equity-seeking groups.

- Knowledge of written English, since LEAP is a script-based writing program that uses English as the primary language.

## QUALIFICATIONS

- Experience as a class assistant, instructor or facilitator.
- Experience providing feedback to writers and supporting the development of new plays.
- Experience and training in theatre or creative writing or equivalent work experience is an asset.
- Connection to and experience in the Canadian theatre community.
- An understanding of the craft and practice of playwriting, it's many genres and forms, and an ability to instruct across these various practices.

### **Additional details:**

Full Contract Amount: **\$4,600\***

\*72 instruction hours at \$50 an hour.

40 administrative hours at \$25 an hour.

Employment Type: **Program Contract**

### **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.

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, ASL Video, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to [humanresources@artsclub.com](mailto:humanresources@artsclub.com) with the subject: LEAP Program Assistant– Arts Club Theatre Company.

### **Application Deadline: October 16, 2023**

We thank all who express interest in this position; however, only those selected for an interview will be contacted.