



INTERNSHIP: STUDENT WORK PLACEMENT PROGRAM

## Tour Assistant

We're looking for a highly organized and versatile administrative whiz with solid communications skills and strong attention to detail to support our ongoing Arts Club On Tour activities for the 2024–2025 Season. We're hoping that person is you!

This short-term internship is your chance to develop business and administration experience within the exciting and fast-paced environment of one of Canada's leading theatre companies. Assisting our cross-departmental tour team, you will hone vital skills including sales and contracting, relationship management, and complex revenue tracking and reporting using excel.

### About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now 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 x̱məθkwəy̓əm (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 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 it's an internship offered through the Student Work Placement Program.

The Tour Assistant is accountable for helping the Arts Club prepare for the 2024–2025 touring season. In collaboration with the Production, Artistic and Marketing teams, the Tour Assistant will liaise with and build relationships with theatre managers around the province and set up for the crucial task of revenue tracking.

This position reports directly to the Executive Director but will work closely with all members of the Artistic and Production team, including the Tour Technical Director, the Director of Production, stage management team, Company Manager, and Producer. They will also coordinate with the marketing team, particularly the Marketing Manager, the Director of Marketing & Communications, the Associate Director of Communications, and the Communications & Content Coordinator.

## DUTIES AND RESPONSIBILITIES

During this short-term contract, the Tour Assistant will engage in some or all of the following activities:

- Assisting with set-up of presentation contracts for the 2024–2025 tour season.
- Assisting in set-up of revenue reporting for the 2024–2025 tour season.
- Ensuring that Marketing Contacts at all tour venues have access to current creative assets for tour productions and communicate updates as needed.
- Communicating with theatre managers around the province.
- Assisting the Associate Director of Communications and the Marketing Manager in copy writing and editing for ad sales and engagement materials, as well as copy review of other written materials.
- Identifying and reaching out to additional tour partners to fill gaps in 2024–2025 tour scheduling, time-permitting.
- Other duties as required.

## SKILLS AND COMPETENCIES

- Strong written and verbal communications skills.
- Strong skills with Microsoft Office suite, especially using excel spreadsheets and formulas to calculate and track sales revenue and expenses.
- Fluency with technology and digital collaboration tools.
- Ability to manage multiple projects simultaneously in a fast-paced environment.
- Ability to prioritize work, pay attention to detail, demonstrate a strong sense of urgency, and carry projects through to completion in a timely manner.
- Results-oriented team player with the ability to take initiative and drive programs.

## 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

**Employment Type:** Full-time (Monday to Friday, 40 hrs. per week, 9:00 AM–5:00 PM).

**Salary:** \$18.50/hr.

**Duration:** Short-term contract (up to 12 weeks, depending on length of availability)

**Expected Start Date:** June 2024

### 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](mailto:humanresources@artsclub.com) with the subject: Tour 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: June 14<sup>th</sup>, 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".