



**MT Space**  
16 William St W, Upper Narthex  
Waterloo ON / N2L 1J3  
519.585.7763 | info@mtspace.ca

Artistic Director  
**Pam Patel**  
pam@mtspace.ca

Office Administrator  
**Bronwyn Blakley**  
bronwyn@mtspace.ca

Company Manager  
**Bó Bárdos**  
bo.bardos@mtspace.ca

Assistant Artistic Director  
**Sarah Nairne**  
sarah@mtspace.ca

Arts Administrator  
**Lizzie Song**  
lizzie@mtspace.ca

Festival Producer  
**Jenna Winter**  
jenna@mtspace.ca

Production Manager/Festival Designer  
**B.C. Batty**  
bryan@mtspace.ca

MT Space is a not-for-profit registered charity in Canada.

86219 2291 RR0001

## JOB OPPORTUNITY

**Application Deadline:** June 18, 2021

**Job Title:** Administrative Assistant

**Term:** July 12, 2021 – October 15, 2021 (14 week contract position – summer jobs)

**Salary:** \$15.25/hr x 20 hrs/week

**Location:** Waterloo/Online

MT Space is a multicultural theatre company based in the Waterloo Region. Our company was built off of the need to have more inclusive spaces for theatre, and we take time to learn from theatre practices around the world while immersing ourselves in rich cultural perspectives beyond the traditional theatre experience.

We are seeking youth to join our team through Canada Summer Jobs, with an extension to part-time through the fall due to COVID-19, who can help us start our preparations for our upcoming IMPACT21 Festival in September 2021.

### **Duties:**

The Administrative Assistant will work directly with the Office Administrator and Arts Administrator to ensure the daily operations leading into our IMPACT21 Festival and 21/22 Season are maintained in a timely and efficient manner. They will also work with the greater team to ensure all tasks tied to administration are kept organized and up-to-date.

- Maintaining organization of online office system and info
- Producing and processing invoices for IMPACT21 with the assistance of the Office Administrator
- Communication with vendors and artists with regards to payment and invoicing
- Assist the Office Administrator in preparing bank deposits
- Updating and maintaining policy documents, distributing to staff and partners as requested

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- Creating and sending out donation receipts
- Aiding the Office Administrator in responding to and organizing all general office emails
- Filing all records appropriately
- Scanning and uploading documents to the shared document system
- Manage office calendars
- Update daily cash-flow documentation and mail logs
- Other tasks as assigned

**Job Requirements:**

- Experience working with Microsoft Office and Outlook for Business an asset
- Office organization skills from previous office administrative work an asset
- Experience working within the arts an asset

**This position is funded through the Canada Summer Jobs program. In order to be eligible for this position, applicants MUST:**

- Be between 18 and 30 years of age 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; and,
- Be legally entitled to work in Canada in accordance with the relevant provincial or territorial legislation and regulations.

You do NOT have to be a student.

MT Space is dedicated to providing equal opportunities for all applicants, but priority will be placed on candidates who are IBPOC, newcomer/refugee, and other members of visible minorities.

Due to COVID-19, this position will take place online until restrictions are lifted by the government and all parties feel safe to be present in the office (Waterloo, ON). MT Space is committed to providing quality employment for artists while following the guidelines set by our federal and provincial governments on safety practices during these unprecedented times.

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\*\*This job will require internet access and a computer. MT Space is dedicated to ensuring this position is accessible to all candidates, so if you do not have the above, please reach out and let us know so that we may look for an appropriate accommodation.

**APPLICATIONS SHOULD BE SENT TO [JOBS@MTSPACE.CA](mailto:JOBS@MTSPACE.CA)**

Posted By: Bronwyn Blakley, Office Administrator

For more information: [www.mtspace.ca](http://www.mtspace.ca)

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