

**MT Space**

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

Artistic Director

Pam Patel

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Office Administrator

Bronwyn Blakley

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Company Manager

Bó Bárdos

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Assistant Artistic Director

Sarah Nairne

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Arts Administrator

Lizzie Song

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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:** Production Assistant**Term:** July 18, 2021 – October 22, 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 Production Assistant will assist the Production Manager/Festival Designer with the production of the IMPACT21 theatre festival. This position will rely heavily on mentorship and close communication between these two roles, as well as close interaction with the Artistic Director and the greater team.

- Assisting the Production Manager with scheduling technical crew for the festival
- Assisting the Production Manager with creating a festival production schedule
- Assist in the development and production of livestreamed events through the festival
- Oversee production elements on satellite events and venueless performances

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- Contacting each of the companies invited to the festival to collect technical riders, plans, lighting plots, etc.
- Contacting festival venues to collect technical specs, floor plans, etc. and distributing these to the visiting companies (COVID-19 permitted)
- Assisting the Production Manager in finding and arranging outdoor tented theatre spaces along main transport routes in Kitchener and Waterloo for COVID-19 friendly IMPACT21 Festival needs
- Assisting the Production Manager with arranging rentals of production equipment for the festival
- Attending all production meetings and assisting the Production Manager by taking notes and following up on action items
- Working with the Artistic Director to oversee all production needs
- Other tasks as assigned

Job Requirements:

- Experience working with Microsoft Office and Outlook for Business an asset
- Computer/Adobe Creative Suite/QLab/Streaming experience an asset
- Previous theatrical production training or relevant experience required
- G Level driver's license in good standing

Although not mandatory, applicants are encouraged to share a portfolio of previous work.

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.

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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.

**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

Posted By: Bronwyn Blakley, Office Administrator

For more information: www.mtspace.ca

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