



JOB CALL: Canada Summer Jobs Associate Producer

Full Time: June 8 - August 14, 2020 with possibility to extend

Fee: \$15 an hour

Engagement conditions: Employee, full time

This role is made possible by funding from Canada Summer Jobs and therefore is only open for applicants aged between 15 and 30.

Canada Summer Jobs Associate Producer: Description & Duties

This position is intended to be a training opportunity for candidates who would like to gain experience in producing in a performing arts environment, with the intent for future employment. The role will be working with SummerWorks staff to deliver their summer season of programming. The Canada Summer Jobs Associate Producer is a mentorship program.

As a training opportunity the Canada Summer Jobs Associate Producer will shadow the management team to assist in delivering projects throughout the summer.

Duties may include:

- Assisting SummerWorks Management and Project Managers in planning and execution of events.
- Liaising with artists participating in the summer season.
- Participating in curatorial meetings.
- Attending technical run-throughs and rehearsals.
- Assisting management in the creation of team and performer schedules.
- Collation of contract information, and distribution of artist contracts.
- Consulting with artists during project development.
- Assisting in the collation of marketing materials.
- Assisting with the creation of social media and marketing posts.
- Assisting with audience outreach strategy.
- Assisting the team in copy checking marketing materials.
- Assisting with the upkeep of day-to-day administrative duties (including mailings, scheduling, email correspondence, etc.).
- Conducting research as required.
- Attending weekly team meetings.
- Contributing to post-mortems.
- Any other tasks as deemed necessary and appropriate by SummerWorks.

Canada Summer Jobs Associate Producer: Qualifications

The Associate Producer should have:

- Demonstrable organizational skills.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Attention to detail.
- Excellent computer skills.
- Familiarity with the arts.
- Knowledge of the goals and activities of SummerWorks.
- Familiarity with the Toronto performance community.



; the current government restrictions continue to enforce physical distancing, this role will be fulfilled remotely. The successful candidate will need access to a computer at home and stable WiFi connection.

To Apply

To apply for the position, please email applications@summerworks.ca by **10am Monday 1st June, 2020** and provide:

- A resume of one page;
- A cover letter of no more than one page addressed to Rosanna Lowton, Managing Producer, that:
 - Addresses why you would like to work for SummerWorks, and
 - Illustrates how your skills, knowledge and experience match the duties and qualifications.

Please list “Canada Summer Jobs Associate Producer application” in the subject line and ensure that your full contact details are included in your resume and/or cover letter.

About SummerWorks

SummerWorks is a leader, collaborator and community builder at the forefront of contemporary performance – asking crucial questions; nurturing artistic innovation; and presenting new works that reflect the complexity and diversity of our society. 2020 marks the organization’s 30th year as one of the country’s most preeminent multidisciplinary hubs featuring a wide variety of artistic programming including, music, dance, theatre, live art – and everything in between. SummerWorks now maintains activity year-round, committed to the mission of **Expanding the Possibilities of Performance**.

In response to the COVID-19 pandemic, this year SummerWorks made the decision to postpone the 30th anniversary edition of the annual 11-day August Festival. SummerWork is instead working on a reimagined summer season, bringing a full summer of free activity from May to September, with an evolving line-up of projects and artistic collaborations that can be enjoyed remotely.

SummerWorks is committed to equality and diversity, both through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and cultures of all members of our community. We make every effort to ensure that no member of the community receives less favorable treatment in our recruitment process or when accessing our services on the grounds of gender identity, disability, race, religion or belief, age or sexual orientation.

We warmly encourage applications from equity-seeking groups, including those who identify as Indigenous, Black, People of Colour, Transgender, Nonbinary, Queer, Disabled and intersections of those identities.