



ARTS CLUB  
THEATRE  
COMPANY

## Summer Internship Theatre Production Intern

(14 to 16 week position –starting starting in May  
date to be determined: dependent on funding)

The Arts Club Theatre Company is Western Canada's largest professional theatre company. Now in its 53rd season, this non-profit charitable organization produces and presents year-round at three venues—the Stanley Industrial Alliance Stage, Granville Island Stage, and Goldcorp Stage—as well as on tour throughout the province.

The Arts Club Theatre is currently accepting applications for a Summer Intern - Theatre Production. The Theatre Production Intern is supervised by the Director of Production and the Artist Liaison and will receive guidance from the Technical Directors. The intern will work closely with all production staff. The Arts Club Theatre Company will set expectations and goals, provide training for the participant to obtain and increase their employment skills for entry-level positions in the arts.

### Duties will include, but not limited to:

- Production archival work including inventory and organizing of costumes, props and scripts
- Transfer archival video tapes
- Coordination of the General Auditions as well as assist with show specific auditions
- Assist with preparation and documentation for our tours
- Assist with special events including our annual musical theatre intensive showcase
- Other duties as assigned

### Qualifications:

- Interest in and understanding of Theatre production necessary
- Excellent writing and good organizational skills
- Ability to take direction as well as work independently
- Proficient computer skills in Microsoft Office suite, working knowledge of Microsoft Access an asset
- Good interpersonal and communication skills
- Detail oriented
- A valid driver's license is an asset

### This position is funded through the Canada Summer Works program. The successful applicant must:

- be legally entitled to work in Canada;
- be a Canadian citizen, permanent resident or have refugee status in Canada;
- be between 15 and 30 years of age at the start of employment;
- be a full time student with the intention of returning to full time studies in the fall
- be willing to commit to the full duration of the work assignment for a period of 16 weeks;
- not have another full-time job (over 30 hours a week); and
- not attending full-time classes while carrying out this job

**Hours of work:** Flexible 40 hour work week, with a one-hour unpaid lunch break. Some evenings and weekends may be required.

**Work period:** 14 to 16 weeks, starting in May 2016 – This position is subject to receipt of grant.

**Salary:** \$12.50 per hour.

**Deadline for Applications:** March 31, 2017

Applicants are invited to submit their resumes along with a cover letter to:

*Summer Production Intern position*

*Human Resources*

#203 – 162 West 1<sup>st</sup> Avenue, Vancouver, BC V5Y 0H6

Email: [humanresources@artsclub.com](mailto:humanresources@artsclub.com)

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