

We're Recruiting For...

Production Assistant / Runner

Charlottetown Festival's 54th season is gearing up and we are looking for a dedicated and enthusiastic person who has a passion for the arts, production experience and who is committed to contributing to the success of our 2019 season.

Duties will include working with shop heads for their buying and sourcing needs, as well as assisting the Production Manager and production team with other technical and production needs. With three productions on the Homburg Stage, two at the Mackenzie Theatre, and the Young Company show, we are looking for an energetic, theatre enthusiast to help the season succeed.

The Production Assistant (PA) will report to the Production Manager and assist other members of the Production team as required. The PA is responsible for a wide range of tasks including:

- Acquiring supplies for general operation, set-up and maintenance of the Charlottetown Festival Productions
- Assisting the Production Manager with administrative tasks
- Assisting Technical Director as needed
- Assisting with financial tracking of petty cash used for shopping

To be considered for this role, interested candidates should clearly indicate on their application that they possess the following **minimum qualifications**:

- Valid Class 5 (Passenger Vehicle) driver's license
- Clean driving record (abstract will need to be provided)
- Reliable access to a vehicle to be used for work when a company car is unavailable (to be reimbursed for mileage)
- Up-to-date safety inspection & insurance certificates on the vehicle to be used for work
- Knowledge of general theatre production and safety practices, terms and inventory;

In addition, candidates should possess the following characteristics:

- Collaborative team player with a passion for theatre and the performing arts
- Highly organized, detail-oriented, communicative and multi-tasking management skills
- Positive, professional attitude and the ability to take direction and show initiative where appropriate
- Extremely dependable and able to set priorities and meet deadlines in a fast-paced environment

- Ability to work independently to complete tasks with little or no supervision
- Comfort with driving a company-owned car around the island
- Ability to bend, lift, twist, push, pull, carry up to 50 lbs/22 kg

The following would be considered an asset:

- Bilingualism (French/English); and
- Previous experience or personal interest in the arts, culture, and/or tourism industries.

How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of Kellie Knight, Production Manager by email at kknight@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

Closing Date: 12pm Noon Wednesday, May 15, 2019

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities and upon request will accommodate candidates taking part in all aspects of the recruitment and selection process.