



INTERNSHIP CALL: Programming & Administrative Assistant

Title: Programming & Administrative Intern

Hours: Part Time: May 1 – August 31
(approximately 20 hours per week May to mid-July, with increased hours in late July and August)

About SummerWorks

Founded in 1991, SummerWorks Performance Festival is widely recognized as one of the most important platforms for launching new work– locally, nationally and internationally. Every August, SummerWorks hosts artists and projects interested in continuously reimagining and innovating the possibilities of performance while insisting on accessibility, integrity, and professionalism. www.summerworks.ca.

Programming & Administrative Assistant: Description & Duties

An internship at the SummerWorks Festival gives interns an inside view of the processes and structures necessary to help produce a festival and support new work development. Interns will develop relationships with artists and Festival staff, and work closely with the Artistic and Managing Director to plan and execute the Festival. They will also receive mentorship, free access to Festival ticketed shows, workshops and professional development seminars. An August metropass will be provided or reimbursed to each intern. We prioritize interns for hiring considerations in paid positions upon completion of internships.

The Programming & Administrative Assistant is an important part of our administrative team. They are responsible for assisting with the creation and organization of our Festival records and documents integral to our smooth day-to-day operations.

The Programming & Administrative Assistant reports to the Artistic and Managing Director.

The Programming & Administrative Assistant's duties include:

- Assist with artist correspondence and information collection.
- Support planning and execution of industry-related events and activities during the Festival.
- Assist the Artistic and Managing Director and Associate Producers with the upkeep of day-to-day administrative duties (mailings, scheduling, email correspondence).



- Assist with the organization and digitizing of media coverage, reports, performance documentation for the Festival.
- Assist with compiling data for final reporting.
- Attend rehearsals and meetings, keeping minutes and action item lists as required.
- Liaise with guest artists, speakers and participants as required.

Programming & Administrative Assistant: Qualifications

It is **essential** that the Programming & Administrative Assistant has:

- Excellent computer skills.
- Excellent organizational and project management skills.
- Ability to work independently and as part of a team.
- Attention to detail.
- Excellent verbal and written communication skills.
- Familiarity with the arts.

It is **desirable** that the Programming & Administrative Assistant has:

- Knowledge of the goals and activities of SummerWorks.
- Familiarity with the Toronto performance community.
- Familiarity with social media channels such as Instagram, Twitter, etc.
- Experience with database and spreadsheet software (i.e. Microsoft Excel).

To Apply

To apply for the position, please email applications@summerworks.ca by **Wednesday April 4, 2018** and provide:

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

Please ensure that your full contact details are included in your resume and/or cover letter.

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, gender identity, disability, race, religion or belief, age or sexual orientation.