



Job title: Arts Administration Assistant
Department: Community Relations
Status: Temporary 16-week contract
Reports to: Director of Marketing & Communications
Posting date: April 3, 2017 **Application Deadline:** April 18, 2017 at noon
Wage: \$16 per hour (fixed)

SUMMARY

Edmonton Opera is looking for a student with a passion for arts and culture. Working closely with the rest of our team, the Arts Administration Assistant will gain first-hand experience working within a not-for-profit arts organization and help Edmonton Opera engage the community.

DUTIES AND RESPONSIBILITIES

- Support various marketing and fund development activities
- Compile donor packages and assist with mail-outs
- Assist with distributing marketing materials
- Assist with developing strategies to reach new audiences
- Assist in raising awareness and selling tickets at community events
- Assist Director of Marketing & Communications with administrative tasks
- Participate in and be available for all EO events on site including Opera al Fresco
- Implement and maintain organization systems
- Other related duties and responsibilities as required

ESSENTIAL JOB REQUIREMENTS

Excellent communication skills are required. Applicant must have a thorough understanding and ability to use Windows Microsoft Office Suite. This position may involve basic use of Tessitura and training will be provided. Excellent organizational, analytical, verbal and written communication skills are needed. Some evening and weekend work required.

Previous studies in arts and cultural management, humanities, music, marketing, or communications are considered assets but not required.

This position is funded in part by the Canada Summer Jobs program. Only applicants who meet the following criteria will be considered:

- Is between 15 and 30 years of age (inclusive) at the start of employment
 - Was registered as a full-time student during the 2016/17 academic year
 - Intends to return to school on a full-time basis during the next academic year
 - Is a student in a secondary, post-secondary, vocational or technical program
 - Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and;
 - Is legally entitled to work according to the relevant provincial regulations
- *Foreign students are not eligible.

SPECIAL JOB CHARACTERISTICS

Applicant must be able to work some evenings and weekends, acting as an EO representative at community events and assisting with event requirements. Proven ability to work under pressure, meet deadlines and make effective decisions. Experience delivering excellent customer service and working in a team environment. Appreciation for the performing arts is essential. Access to a vehicle is required.

RELEVANT DATES

Working hours are expected to be thirty-five (35) hours per week with some occasional evening and weekend shifts for performances and events. This position is a temporary 16-week contract with May 8, 2017 as the anticipated start date.

Applicants are invited to email their cover letter and resume to:

Cameron MacRae
Director of Marketing & Communications
Email: cameron.macrae@edmontonopera.com

Resumes will be accepted until Tuesday, April 18, 2017 at noon.

Thank you for your interest; only those persons chosen for an interview will be contacted.