



Job title: Summer Production Assistant
Department: Production
Status: Temporary 16-week contract
Reports to: Production & Technical Director
Posting date: April 1, 2017
Wage: \$17 per hour (fixed)

SUMMER PRODUCTION ASSISTANT – 16 WEEKS

SUMMARY

Edmonton Opera (EOA) has the following position available of Summer Production Assistant, made possible through partial funding from the Canada Summer Jobs program. This position reports to EOA's Production & Technical Director and will work under the supervision of the Head Scenic Carpenter, Head of Properties, Head of Wardrobe and the Production Coordinator.

This is an hourly position which falls under an agreement with the Canada Summer Jobs Grant and is subject to the terms and conditions set forth by the program. The duties of this position will not interfere with the scope of the I.A.T.S.E. Local 210 collective agreement. This position is temporary and non-recurring.

This position will be based out of Edmonton Opera's Production Facility, 15230-128 Ave.

EMPLOYMENT DATES

- Starting May 8th, and ending August 25th with one week of vacation allowance (16 weeks).
- EOA will make accommodations for 1 week of vacation but would prefer this time to be taken in the month of July.

ESTIMATED HOURS

- 35 hours per week, estimated hours are between 9am-5pm, some evening and weekend work may be required. Time exceeding 8 hours per day will be paid at the overtime rate.
- As this position is part of Canada Summer Jobs, the rate of pay is fixed at \$17.00/hour, and is non-negotiable.

QUALIFICATIONS

- A student enrolled in a post-secondary training program, studying Theatre Production, with intentions to return to such program (between years of study).
- Is between 15 and 30 years of age (inclusive) at the start of employment
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and; (*Foreign students are not eligible)
- Is legally entitled to work according to the relevant provincial regulations
- A component of this position will be facility renovation work including: framing, insulating, drywalling, mudding and painting.
- It is strongly suggested this person have a vehicle. EOA will reimburse for KMs as per the Employee Vehicle Usage Policy.
- Ability to complete tasks with minimal supervision and follow detailed direction.

- Understanding of theatrical terms, building practices and theatre technologies.
- An aptitude for audio work is an asset.
- Willingness to work hard to meet deadlines.
- Adaptable to schedule changes.
- Knowledge of safe working practices and current basic first aid certification.
- Ability to show up on time and be prepared to work.
- It is essential that the successful applicant be able to work within EOA's existing policies and procedures
- The most important component for the successful hiring of an applicant is a demonstrated willingness to learn and the ability to promote an atmosphere of respect and mutual cooperation with the other employees of EOA.

DUTIES AND TYPICAL TASKS

- Facility renovation projects including: framing, insulating & drywalling
- Painting and repair work as required
- Supervised carpentry work
- Facility maintenance as required
- Organizing supplies under direction
- This position is highly physical: should be able to lift 40lbs without assistance
- Assist in the set-up and operation of special events
- Shipping and receiving general duties
- Administrative paperwork
- Possible need to create accurate drawings
- Assist crew heads in facility organization
- Assist the technical director in costing and preparation of main stage set-build
- Assist with facility rentals as needed
- Working from heights on ladders and vertical lifts
- Other duties as required

To apply for this position please mail, email or fax your resume and any other pertinent information to Edmonton Opera, Attn: Production Department.

Mail to: Edmonton Opera
 ATTN: Production Department
 15230-128 Avenue
 Edmonton, AB T5V 1A8

E-mail to: technical@edmontonopera.com

Fax to: 780-429-0600 ATTN: Production Department (please include a cover page)

For further information on this opportunity please contact Kris Aasen at 780-288-3952.

Deadline for applications is 4:30pm Friday April 21st, 2017.

Interviews may be scheduled prior to the application closing date.

Edmonton Opera is an equal opportunity employer.

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