

canadianstage

Matthew Jocelyn, Artistic & General Director

POSITION TITLE: Development Intern
SCHEDULE: 2-3 days per week
HONORARIUM: \$400.00 will be provided upon completion of the internship

THE POSITION

Canadian Stage, one of Canada's leading professional non-profit theatres, is searching for a Development Intern to assist with all aspects of administrative and operational support for the Development Department with a specific focus on marketing and communications. The Development Intern will be responsible for concierge ticketing, tax receipting, creating print and online fundraising collateral/social media, and coordinating donor communications. This is a great opportunity for an individual wanting to gain experience and launch their career in the charitable cultural sector.

QUALIFICATIONS

- Full training is provided, but the successful candidate will at times work independently on assigned tasks. Therefore the selected candidate must be a self-starter as well as able to prioritize multiple projects with moving deadlines;
- Strong written and organizational skills with an acute attention to detail;
- Exceptional interpersonal and communication skills;
- Computer proficiency (MS Word, MS Excel, MailChimp, and internet research experience preferred);
- Passion for the performing arts;
- Working knowledge of Toronto's professional theatre community and previous office administration experience are considered assets;
- Knowledge of Adobe Creative Suite is an asset, but not essential

APPLICATION PROCESS

Please submit a cover letter that outlines your interest in the internship, a résumé, and 2 phone references by email (attached in a single Microsoft Word or PDF document) to Scott Leaver, Group Sales & Intern Program Coordinator at sleaver@canadianstage.com by Sunday, October 22 at 9:00am. Early submissions encouraged. Please note in your cover letter where you saw this posting.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted. All applications are considered confidential.

Canadian Stage welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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COMPANY OVERVIEW

Founded in 1987, Canadian Stage is one of the country's leading not-for-profit contemporary theatre companies, with the 17.18 season marking the organization's 30th season. Led by Artistic & General Director Matthew Jocelyn and Managing Director Su Hutchinson, Canadian Stage produces and showcases innovative theatre from Canada and around the world, allowing its audience to encounter daring work guided by a strong directorial vision and a 21st-century aesthetic. The company prides itself on presenting multidisciplinary pieces and work in translation that pushes the boundaries of form and style. Canadian Stage reinforces the presence of Canadian art and artists within an international context through work that mirrors the cultural diversity of Toronto. The company stages an annual season of work at three major venues (the Bluma Appel Theatre, the Berkeley Street Theatre and the High Park Amphitheatre) and runs a series of artist development and education initiatives, as well as youth and community outreach programs. For more information, visit www.canadianstage.com.