

# canadianstage

Matthew Jocelyn, Artistic & General Director

<b>POSITION TITLE:</b>	Events Intern
<b>STATUS:</b>	Full time, contract
<b>START DATE:</b>	mid-February, until mid-May (12 weeks)
<b>HOURS:</b>	40 hours per week, a mix of Monday to Friday, 9:30am to 5:30pm, and occasional evening and weekend events.

Canadian Stage, one of Canada's leading professional non-profit theatres, is searching for a Special Events Intern. This is a great opportunity to gain fundraising experience within a seven-member development team. Working under the Manager, Special Events, the candidate will provide administrative, event preparation and operational support for a range of donor, public and educational events and programs, with focus on the organization's annual gala fundraiser.

## THE POSITION

Areas of focus may include:

- Maintain database and enter notes;
- Pull list data to print and mail invitations as per schedule;
- Track data related to annual gala tables sales, auction items
- Undertake research on potential suppliers, requesting quotes and samples
- Assist with event space and product coordination and presentation
- Assist with catering setup and liaising with food suppliers
- Assist with event set-up/wrap up and inventory collection
- Produce post-event briefs and expense reports
- Other duties as assigned

## QUALIFICATIONS

- A self-starter, 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, internet research experience preferred);
- Passion for the performing arts;
- Previous administration, events or fundraising experience considered an asset;
- Light lifting (20lbs and under) may be required during event set up.

## APPLICATION PROCESS

Please apply with a resume and a cover letter that outlines your interests and why you'd be a good fit for the internship, and send by email to Emily Atherton, Manager, Special Events, at [eatherton@canadianstage.com](mailto:eatherton@canadianstage.com) by Tuesday, February 21, 2017. 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.*

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*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.*

## **COMPANY OVERVIEW**

Founded in 1987, Canadian Stage is one of the country's leading not-for-profit contemporary theatre companies, with the 2016.17 season marking the organization's 29th 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](http://www.canadianstage.com).