



**Position:** Production Assistant/Driver - Shakespeare in High Park  
**Status:** Full time - Contract  
May 20-July 14, 2019  
**Hourly:** \$18/hr 40 hr week

**Position Summary:**

The Production Assistant /Driver is responsible for assisting in the daily operations of the Canadian Stage office and summer production at High Park. This is an **8 week contract** position beginning the week of **May 20, 2019** and continuing through to **July 14, 2019**.

**Key Relationships:**

- Member of the Production Department  
Reports directly to the Technical Director and Production Manager  
Assist other members of the Production Team, as required

**Major Responsibilities:**

- Acquire supplies for general operation, set-up and maintenance of the High Park facility.
- Assist the Technical Director and ATD during set-up and tech, with supplier pick-ups.
- Manage, track and reconcile all expenses during this contract period.
- Responsible for maintenance of the production vehicles during this contract period.
- Perform other duties as assigned by the Technical Director and Production Manager.
- Assist with financial tracking data entry.
- Assist the Production Manager with office duties.
- Other duties as required.

**Requirements**

- Highly organized, detail-oriented, communicative and multi-tasking management skills.
- Excellent ability to set priorities and meet time deadlines.
- A valid driver's license is essential, as travel within the province is required.
- Comfort level with driving a cube truck in the city of Toronto.
- Superb written and verbal communication skills.
- Self-starter and creative problem-solver.
- Proficient with computers, including spreadsheet programs and accounting processes.
- Strong work ethic and sense of humour.

**APPLICATION PROCESS**

Submit a cover letter and resume by email to Heather Landon, Production Manager at [hlandon@canadianstage.com](mailto:hlandon@canadianstage.com) by **Monday, April 1, 2019**. Please indicate "Application for Production Assistant/Driver – SiHP" in the subject field.

*We thank everyone who applies, 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.*

## **COMPANY OVERVIEW**

Founded in 1987, Canadian Stage is one of the country's leading not-for-profit contemporary performing arts organizations. The company produces, presents, commissions, and collaborates with multiple partners on cross-disciplinary work with a focus on performance styles that integrate theatre, dance, film, visual arts and more. Sharing innovative and vibrant performance work from Canada and around the world, the company stages an annual season at three Toronto venues (The Bluma Appel Theatre at TOLive; The Berkeley Street Theatre; and the High Park Amphitheatre), in addition to running a series of artist training through our MFA in Theatre Stage Direction in collaboration with York University, RBC Emerging Artist Program, and TD Programs, Canadian Stage has established a distinct place within the national cultural landscape. Operating in the culturally vibrant downtown east end of Toronto, Canadian Stage is a home for new, challenging dynamic art forms, as well as an incubator and exporter of leading edge contemporary and multidisciplinary activity. For more information, visit [www.canadianstage.com](http://www.canadianstage.com)