

ODYSSEY theatre

POSITION AVAILABLE:

ADMIN INTERN

Odyssey Theatre, Ottawa's only professional summer theatre, is offering a seven-month Arts Administrative Intern position to a University or College graduate. This job is perfect for someone who is interested in exploring the world of arts administration, and/or gaining new administrative skills, which would be transferable to other fields.

Odyssey Theatre is a dynamic, award-winning company that runs a successful open-air theatre in Strathcona Park. Our company produces a unique style of theatre that successfully blends various theatrical forms, including such arts as Commedia dell'Arte, mask, physical theatre and clown. We are currently celebrating our 24th season, and have many exciting plans for growth, including producing an indoor winter touring season.

Reporting to the General Manager and the Artistic Director, the successful candidate will be responsible for assisting with Odyssey's: Marketing strategies & materials; Fundraising; Grant writing; replacing our outdoor stage; and General office duties.

The successful candidate must possess the following skills: excellent written communication skills; initiative; strong organizational skills; oral communication skills; intermediate computer skills preferably with some experience on an Apple operating system (Microsoft Word, Excel); and a background in the arts would be an asset.

This is a full-time position (from August 6th, 2010 – March 31, 2011), \$425.00/week, 40 hours/week.

The successful candidate will receive training and mentorship in marketing, fundraising and strategic planning, while being provided with networking opportunities. As well as gaining an excellent knowledge of the arts, after completing the position, Odyssey's Administrative Intern would be qualified for numerous exciting positions in the not-for-profit, private and government sectors. This position is also a fantastic stepping-stone to a career in the arts and to succeed as an arts administrator.

Please submit a cover letter and resume by June 30, 2010 to:

Dana Uzarevic
General Manager
Odyssey Theatre
2 Daly Avenue
Ottawa, ON, K1N 6E2

Or by email: info@odysseytheatre.ca