



CALL FOR APPLICATIONS:

THEATRE PRODUCTION ASSISTANT AND COORDINATOR

Odyssey Theatre is Ottawa's premier professional open-air theatre, celebrating our 34th season. We produce award-winning mask and movement-based performances that blend classic and contemporary art forms and incorporate diverse theatrical traditions from around the world. Our Theatre Under the Stars series transforms Ottawa's beautiful Strathcona Park into a theatre venue that attracts thousands each year.

We are hiring a **Production Assistant and Program Coordinator** for our summer production of *The Bonds of Interest*, by Nobel prize winning playwright Jacinto Benavente, directed by Odyssey Artistic Director Laurie Steven. The *Bonds of Interest* is a wickedly clever satire about self-interest, greed and corruption in a modern consumer driven world.

We are looking for a dedicated and enthusiastic person who has a passion for the arts, production experience and who is committed to contributing to the success of our 2019 season. Come join a dynamic and collaborative team, and spend the summer with Ottawa's leading mask and movement theatre company!

During the rehearsal period, the Production Assistant and Program Coordinator will work part-time with Stage Manager to help facilitate the rehearsal process and part-time with Production Manager to assist with technical and production needs. The PA will assist our production team to develop a plan for the safe and efficient onsite operation of the performances of our summer production. The PA will also oversee the activities of our production Youth Apprentices, and assist in the coordination of special initiatives and programs, such as our Community Neighbours Program.

Dates: June 24, 2018-August 30, 2019 **Duration:** 10 weeks, 6 days per week

Salary: \$560-580/week

Location: Arts Court (2 Daly Ave) and Strathcona Park (25 Range Rd)

The successful candidate will have responsibility for the following tasks:

- Assisting the Stage Manager and Production Manager as required with rehearsals, technical set-up and strike
- Assisting with finding/building props;
- Managing the backstage area during the performance period;
- Setting up production elements and facilitating costume changes;
- Developing assignment plans for Youth Apprentices;
- Assisting with on site logistics for our Community Neighbours Program;
- Compiling assessment materials at the end of the Youth Apprenticeship Program; and
- Completing final reports on activities and programs to be submitted to the General Manager

The successful candidate must have:

- Careful attention to detail;
- Very strong organizational skills;
- Positive, professional attitude;
- Ability to show initiative;
- Extremely dependable;
- Ability to work independently;
- A passion for theatre and the performing arts;
- Collaborative team player.

A valid G licence is required and access to a car is an asset.

Odyssey Theatre is committed to creating an inclusive, welcoming and respectful working environment. We welcome and encourage persons of all cultural backgrounds, disability, gender identity or expression, religion and sexual orientation to apply.

Please submit a cover letter, resume and three references by April 3, 2019 to:

John Forster, General Manager

By e-mail: info@odysseytheatre.ca

Or regular mail:

Odyssey Theatre

2 Daly Avenue, Ottawa, ON, K1N 6E2

For inquiries about the position, please contact: 613-232-8407 or email: info@odysseytheatre.ca.

For more information, visit our website at www.odysseytheatre.ca