

ODYSSEY theatre

POSITION AVAILABLE:
THE COMMUNITY AND YOUTH PROGRAM COORDINATOR

Join Odyssey Theatre's team in its 34th season as Ottawa's premier professional open-air theatre. We are looking for dedicated and enthusiastic people from diverse backgrounds who have a passion for the arts and who are committed to contributing to the growth and success of our 2019 season. Come join a dynamic and collaborative team, gain experience working with a professional arts organization and spend the summer with Ottawa's leading mask and movement Theatre Company!

We produce award-winning mask and movement-based performances that blend classic and contemporary art forms and incorporate diverse cultures and traditions from around the world. Our annual Theatre Under the Stars series transforms Ottawa's beautiful Strathcona Park into a theatre venue and welcomes theatre lovers of all ages.

We are now hiring a **Community and Youth Program Coordinator** and are looking for a student who is currently enrolled in a post-secondary institution or will have graduated in 2019 and is under the age of 25. The Community and Youth Program Coordinator will be responsible for coordinating the Youth Apprenticeship Program, supervising 8-10 youths over the summer. They will also be responsible for coordinating our Community Neighbours Program - a series of performances and events that engage local community groups.

Dates: July 4th - August 26th, 2019

Salary: \$425.00/week

Duration: 6 days/week (30 hours)

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

The successful candidate will have responsibility for the following tasks:

- Planning and scheduling training activities for the Apprentices;
- Supervision of the Apprentices;
- Creating learning plans and assignments;
- Coordinating workshops by professional artists;
- Conducting evaluations;
- Facilitating Community Neighbours programs and events;
- Coordinate on-site logistics and arrangements for events; and
- Other administrative duties as required.

The successful candidate must have:

- Experience and training in, and a passion for Theatre or the Performing Arts;
- Excellent organizational skills, as well as time and resource management;
- Excellent people skills, particularly working with youth;
- Strong leadership qualities;
- Attention to detail;
- Excellent written and oral communication skills;
- Ability to actively listen and collaborate;
- Excellent computer skills (Microsoft Suite, Office Outlook, Photoshop, social media platforms);
- Ability to problem solve and make effective decisions; and
- Ability to take initiative and responsibility for their work.

A Driver's License and First Aid Certification is an asset.

Odyssey Theatre is an equal-opportunity employer, committed to reflecting our city and country's diversity. We welcome and encourage persons of all cultural backgrounds, disabilities, gender identities or expressions, religions and sexual orientations to apply.

Please submit a cover letter, resume, and 3 references by April 30th, 2019 to:

Odyssey Theatre
2 Daly Avenue
Ottawa, ON
K1N 6E2

Or email us at: office@odysseytheatre.ca

For more information, visit www.odysseytheatre.ca, call us at 613-232-8407, or email us office@odysseytheatre.ca.