



POSITION AVAILABLE:

ARTS MANAGEMENT INTERN

Odyssey Theatre, Ottawa's premier professional summer theatre company, is seeking a dynamic person to join our team as an Arts Management Intern. This position is an excellent opportunity for someone interested in theatre and the arts, who wants to gain training and experience in managing an arts or non-profit organization.

Entering its 35th season, Odyssey is an award-winning company renowned for its innovative style of theatre, which incorporates masks, Commedia dell'Arte, clown and puppetry. Our programming includes our annual Theatre Under the Stars production, a New Play Creation program, and training workshops for artists and for youth (see odysseytheatre.ca).

Working closely with the General Manager and the Artistic Director, you will receive training and practical experience in many areas of managing a professional arts company. You will assist with Odyssey's marketing, grant writing, fund raising, communications and outreach, web and social media, special events and general office duties. In the summer months, you will become Front of House Manager for our outdoor venue.

We are looking for a well-organized, dynamic and energetic person who wants to contribute to the growth of the Company. Candidates should be passionate about the performing arts and have:

- A university or college degree in a relevant discipline;
- Good organizational skills, an attention to detail and an ability to manage priorities;
- Excellent written and verbal communication skills;
- Strong interpersonal skills with an ability to work independently and as part of a professional team and with volunteers; and,
- Good computer skills and experience with social media, website management and blogs.

The Intern will receive training, mentorship and experience in writing, project management, planning, finance, fundraising, box office, Board management, volunteer management, data bases, social media and events planning, along with exciting networking opportunities. This position will prepare you for exciting positions in the arts, not-for-profit, or government sectors.

Position:

- From January 6, 2020 to August 28, 2020
- 40 hours/week at the rate of \$580.00/week (flexibility to work some evening and weekends required)

Odyssey is committed to providing a welcoming workplace free from harassment and discrimination. We value diversity and welcome applicants regardless of gender, nationality, race, religion, sexual orientation or disability status.

Please send a resume and cover letter, the names of three references, and a two-page sample of sole-authored writing **January 2, 2020** to:

John Forster, General Manager, Odyssey Theatre

By email: info@odysseytheatre.ca or mail to 2 Daly Avenue, Ottawa, ON, K1N 6E2

While we thank all those who apply, only those to be interviewed will be contacted. For more information about Odyssey Theatre please visit our website at www.odysseytheatre.ca