



POSITION AVAILABLE:
ARTS MANAGEMENT INTERNSHIP

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 passionate about the arts who wants to gain training and experience for a career in arts management.

Working with the General Manager and Artistic Director, you will receive training and experience in diverse areas of managing a professional arts company. You will assist with marketing, grant writing, fund raising, communications and outreach, web and social media, special events and general office duties. The position could be extended through the summer as Front of House Manager for our open-air theatre season in Strathcona Park.

We are looking for a well-organized, positive, and energetic person who wants to contribute to the growth of theatre in Ottawa. Candidates should be passionate about the 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,
- Experience in working with social media, websites, and digital platforms.

Position:

- From February 6, 2023, to March 31, 2023 (possible extension to end of August 2023).
- \$650.00/week (40 hours/week, flexibility to work some evenings and weekends)

In accordance with the grant that makes this position possible, candidates must be under 30 years of age, be a recent graduate, register with Young Canada Works and be approved prior to hiring. 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. Work will be a balance of remote and in our office.

Please send a resume and cover letter, the names of three references, and a sample of sole-authored writing to:

John Forster, General Manager, Odyssey Theatre by email to: info@odysseytheatre.ca.

Applications will be considered as submitted. We thank all those who apply, however, only those to be interviewed will be contacted. For more information about Odyssey Theatre please visit our website at www.odysseytheatre.ca