



is seeking a

HERITAGE PROJECT MANAGER INTERN

Odyssey Theatre, Ottawa's premiere professional summer theatre, is offering an internship position to assist with developing an innovative digital theatre mask resource centre. If you are passionate about heritage, museums and the arts, and interested in growing your skills and gaining experience in heritage, collections and digital exhibit design, and project management, we want to hear from you.

Odyssey is an award-winning company in its 40th season of producing imaginative open-air theatre in Strathcona Park. Odyssey is renowned for its unique masked-based theatre performances. We are developing a unique, new initiative, *Odyssey's World of Theatre Masks*, a website which will provide an opportunity for people of all ages to engage with the arts digitally. The interactive online resource will provide video exhibits, workshops, and public access to Odyssey's collection of over 350 original theatre masks, introducing users to the artform of masked theatre, connecting them with professional artists, and increasing their access to the arts.

This position is an excellent opportunity to gain training, mentorship and practical experience in managing and delivering projects in the arts and heritage sector.

Responsibilities:

As the Heritage Project Manager Intern, you will work with and assist the Artistic Director to:

- Manage a unique heritage project, including planning, scheduling, tracking milestones and coordinating logistics;
- Work with the website developer to finalize a prototype website of the mask centre and initial video public exhibits;
- Organize and facilitate consultations with 10 underserved community groups in Eastern Ontario to gather feedback on their experience with the test website and how we can improve and expand it prior to its launch;
- Compile and make presentations on the feedback and recommendations for adjustments to the final website.

Requirements:

The ideal candidate is:

- Legally entitled to work in Canada;
- A graduate of a university undergraduate program;
- Younger than 30 years old at the start of employment;
- Willing to commit to the full duration of the employment (16 weeks);
- Eligible for and registered in the Young Canada Works program;
- Someone with a driver's license and access to a vehicle.

Qualifications:

The ideal candidate should possess the following skills and/or qualifications:

- Graduate of post-secondary studies in public history, heritage, museum sciences, collections, archival sciences, visual arts, cultural studies or relevant field.
- A passion for and interest in the arts.
- Good written communication skills.
- Strong sense of initiative and an ability to work effectively and collaboratively as part of a team.
- Outgoing, with good interpersonal skills and ability to work with different community groups.

Position Details:

This is a full-time, 16-week position from May 19, 2026 until September 7, 2026. The salary will be \$21.00 /hour for a 40-hour work week.

Equity and Inclusion:

Odyssey Theatre is committed to fostering a respectful, inclusive workplace. We seek candidates who share our commitment to diversity and bring a range of perspectives, experiences, and backgrounds to our organization. We welcome applications from individuals of all races, ethnicities, nationalities, gender identities, sexual orientations, ages, abilities, and religions. If you require accommodations at any stage of the recruitment process, please let us know and we will work with you to meet your needs.

Odyssey Theatre operates on the traditional, unceded Territory of the Algonquin, Anishnaabe peoples. We are grateful for the opportunity to perform here and to the generations of people who have taken care of this land – for thousands of years.

How to Apply:

Please submit a cover letter outlining your interest in this opportunity, a resume, and three references by **May 8 2026** to:

Michael Sheppard, General Manager

info@odysseytheatre.ca

All applications will be treated in confidence. We regret that only candidates selected for an interview will be contacted. Learn more about Odyssey Theatre and the position at

www.odysseytheatre.ca.