



Production Assistant - Contract

Application Deadline: May 8, 2022

Contract Dates: May 25 – July 15, 2022

Hourly Rate: \$18.50/hour for 30 hours/week

About Toronto Dance Theatre (TDT)

TDT is the legendary artistic home and collaboration hub where, since 1968, curious creators, ensemble performers and audiences inspire each other to create and celebrate new explorations of dance – playful to provocative, from near and far – that reflect our times, our diverse cultures and communities. Ever fresh and adventurous, TDT is one of Canada's leading innovators in contemporary dance while being one of the very few dance companies in the country with an ensemble of dancers.

Our organization is driven to create and produce new works, support dance artists in their choreographic practices, lead empowering outreach activities in the community, and spark engaging experiences for audiences in Toronto, across Canada, and abroad. When joining the team at TDT, you are bridging connections between audiences and artists, and helping bring ideas and possibilities of today's dancescape to life.

About The Role

Reporting to the Production Manager, the Production Assistant will help with maintaining and operating the Winchester Street Theatre, support AV-related tasks for live and digital performances, and provide technical assistance during events. TDT has two remaining shows for the season, *welcome, we are waiting* at the Winchester Street Theatre running May 19-28, and a cabaret-style event, *Short&Sweet: Toronto Edition*, on Friday July 8 at the Great Hall, located on Queen Street West.

Job Responsibilities:

- Provide support with setting up and operating theatrical equipment, including: hanging and focusing lighting instruments, microphones, clear com systems, rigging hardware as well as operating the ETC Lighting console and audio console
- Assist with the set-up, handing and focusing of projectors as well as support building cues for live performances on digital software programs such as QLab and ETC
- Assist with updating renderings for projects on digital programs like CAD, Vectorworks and Lightwrite applications.
- Maintaining specialized theatrical lighting, sound, projection, video streaming and rigging equipment.
- Help to create a safe and healthy work environment by adhering to Toronto Dance Theatre's policies and procedures

80 Winchester Street, Toronto, Ontario, Canada M4X 1B2
416.967.1365 | info@tdt.org

Charitable Registration Number: 11926 6351 RR 0001

**TORONTO
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THEATRE**

Andrew Tay
Artistic Director

- Assist with production errands to support Stage Management and Production Management teams
- Attending general rehearsals and assist with technical set up for rehearsals
- Other duties as assigned

Who We Are Looking For

The successful candidate will have:

- Interest in pursuing a career in the performing arts and cultural sector
- Related post-secondary education is an asset. Position is open to those in the process of completing a post-secondary program
- Proficient computer skills in Microsoft 365 (Word, Excel, Outlook) and Google calendar;
- Knowledge of Qlab, ETC lighting software
- Ability to maintain conventional lighting fixtures and troubleshoot lighting and audio issues
- Strong communications skills, both oral and written
- Working at Heights certification is an asset
- Flexible can-do attitude with a willingness to jump in where needed
- Works independently while collaborating effectively with the larger team
- Driver's license and up-to-date First Aid certification are assets.

Terms of Employment

This is a full-time position (30/hours a week) for 8 weeks in the summer months. Toronto Dance Theatre welcomes applications from those who identify as a newcomer to Canada, LGBTQ2+, First Nations, Inuit & Métis, visible minorities, and people with disabilities. As this is a funded position, the candidate must meet the following requirements:

- is between 15 and 30 years of age at the start of the employment;
- is a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please note this position will primarily operate out of TDT's office and facilities at 80 Winchester Street in Cabbagetown. Unfortunately, the building is not yet physically accessible.

COVID-19 safety measures are in place for all employees and the successful candidate will be required to demonstrate proof of full vaccination as a condition of employment.

To be considered, please send a cover letter and resumé by email tanya@tdt.org no later than May 8, 2022, outlining why you are the right candidate for the position. **TDT will be interviewing candidates as applications are received.** We thank all applicants in advance, but only those selected for an interview will be contacted.

Toronto Dance Theatre is committed to employment equity through a process which identifies and eliminates any discrimination in the organization's employment procedures and policies. We encourage applications from qualified individuals who identify as LGBTQ2IA+, First Nations, Inuit & Métis, people of colour, and people with disabilities.

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