



Gwaandak Theatre - Marketing and Production Assistant **Yukon Summer Career Placement Program**

Gwaandak Theatre is seeking a Marketing and Production Assistant.

Gwaandak Theatre is an innovative northern theatre company. We are dedicated to developing, producing and touring plays to empower Indigenous and Northern voices. Our programming includes new play development, readings, premieres, productions and tours.

This is a 12-week term position from May 2 – July 22, 2016 (dates are flexible). This position will offer employment of 30 hours per week to a student or youth* eager to gain hands-on experience in theatre development and marketing with a professional, award-winning Yukon company.

DESCRIPTION OF DUTIES

The new Gwaandak Theatre team member will assist with a wide range of marketing and production-related tasks. Working in a team environment with the General Manager, Managing Artistic Director and contractors, the Assistant will contribute to the following projects:

- *Map of the Land, Map of the Stars* Showing of Work in Progress during the national Magnetic North Theatre Festival at the Kwanlin Dun Cultural Centre in Whitehorse. Tasks will include assisting rehearsals, hospitality, posters, various digital media platforms, other advertising, box office, set-up and take-down and other tasks as needed. The Assistant will have opportunities to develop or co-develop initiatives to attract and engage youth and Aboriginal people in particular for this unique summer event.
- *Exploring Justice* Play Readings during the national Magnetic North Theatre Festival and Adaka Cultural Festival at the Kwanlin Dun Cultural Centre in Whitehorse and in two rural communities.
- 15th Anniversary Celebratory Events in May 2016.
- E-newsletter content, list and other promotional material.
- Planning and discussions around organization of our 2016-2017 season, including upcoming new play development workshops, future tour marketing, and a co-presentation of a touring play from another Aboriginal/culturally diverse theatre company.

Time permitting, the Assistant would have the opportunity to learn more about scripts by reading contemporary plays by northern and Aboriginal playwrights.

There will also be an opportunity to observe play development workshops, rehearsals, and readings.

This is a unique opportunity for the Assistant to learn first-hand how theatre production works.

QUALIFICATIONS/REQUIRED SKILLS

The ideal candidate will be a self-motivated team player with attention to detail. The person will have a general interest in learning more about Indigenous performing arts and artists (including First Nations, Inuit and Metis), northern theatre and diverse theatre (including cultural and other forms of diversity). Some involvement in/study of theatre, other performing arts and Marketing and Communication study are assets. Strong computer skills, strong oral and written communication skills and familiarity with digital media technology are required.

*The applicant must be a Yukon resident and have completed grade 12. Student applicants must be at least 16 years of age. There is no maximum age for student applicants. Applicants not in school must be between the ages of 16 and 25, under Career Placement Guidelines.

The rate of pay is \$14/hour.

We encourage applications from: qualified candidates of First Nations, Inuit and Metis origin, and from other visible minority backgrounds, in keeping with our company's mandate; from students in theatre, arts administration, and related arts programs, as well as applicants with theatre and performing arts experience. However, we will carefully consider all applicants and select the best qualified youth or student.

TO APPLY

Submit a brief cover letter outlining your interest, along with a current resume via e-mail.

DEADLINE April 22, 2016 – extended

CONTACT INFORMATION

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