

# NO STRINGS THEATRE

## Production Assistant Apprenticeship

No Strings Theatre's mission is to provide opportunity for emerging artists and young people to develop their skills in all aspects of the music theatre arts – singing, dancing, acting, production – under the guidance of trained professional artists.

We aim to level economic and other barriers to provide equal opportunity for young people to participate in our programs.

Term: ASAP to Late August (4 Months) with possibility of extension. An honorarium will be given at the end of the term. This position will be remote.

### Responsibilities

- Providing general administrative support to the Programs team in the planning and execution of program activities, including scheduling, booking meetings, filing, logging, data entry, etc.
- Provide general creative and promotional support to the Artistic Director
- Work closely with Artistic Director and Artistic Team in preparation/ during programming
- Other projects based on operational needs

### Requirements

- Applicants should be working towards a degree or diploma in arts performance, arts management, film or media production, fine arts, music theatre, or a related field
- Previous experience working in virtual setting would be an asset
- Ability to work as an effective member of a team
- Ability to multi-task with accuracy and manage time within a fast-paced environment
- Strong interpersonal and professional communication skills - written and verbal
- Positive attitude
- Ability to organize, follow-up, plan, prioritize, and problem-solve
- Computer savvy and proficient with Microsoft Word and Excel
- Experience with web content management systems is a plus
- Creative mindset and out of the box thinker that enjoys storytelling
- Self-motivated with a keen sense of accountability and time management
- Strong work ethic
- Passion for the arts is an asset

At No Strings Theatre, we do not just accept difference – we celebrate it, we support it, and we thrive on it for the benefit of our members and our community. No Strings Theatre is proud to be an equal opportunity organization and welcomes applications from people from all walks of life.

Please send your resume and cover letter as soon as possible to [opportunities@nostringstheatre.com](mailto:opportunities@nostringstheatre.com) as we will be reviewing applications on a rolling basis.

If you have any questions, please do not hesitate to reach out to the above email and we will get back to you as soon as we can.