

## Summer Theatre – Actors

Job role: Theatre actor

Actors will produce a summer theatre performance from conceptualization to final performance. Participants will explore their creative ideas, while managing the operations of bringing a production from script to stage. This role is for students or emerging professionals looking to develop their creative skills while gaining industry experience.

- Work in a team of actors to create and develop an original theatre production from creative vision to script development and execution
- Collaborate as a team with the Stage Manager to create a production plan and timeline
- Create marketing and communication materials to promote the production
- Manage meetings and rehearsal times as a team
- Provide feedback to each other in a timely manner
- Manage logistics of setting up an in-person or online presentation
- Present their final production, either in-person or online

The ideal candidate will possess the following:

- Teamwork and interpersonal skills
- Strong written and verbal communications
- Demonstrated ability to resolve conflict or disagreement in a team setting
- Experience managing complex, cross-functional projects from start to finish
- Have already completed their 2nd year of education/studies (a post-secondary education is not required for this role)
- Ability to travel to and from the BAC office

## Summer Theatre – Production Manager

### Job role: Production Manager

The Theatre Stage Manager will assume a management and mentorship role to the Burnaby Summer Theatre actors. They will oversee the program implementation from start to finish. As a program coordinator, the Production Manager will:

- Oversee the summer theatre team as they create and develop an original theatre production from creative vision to script development and execution.
- Coordinate team-related activities from rehearsal, to scheduling meetings
- Translate the creative vision set out by the team into executable strategy (Marketing, production logistics, etc.)
- Maintain the summer theatre budget
- Seek out partners and booking opportunities for their performances
- Act as a communication liaison between the Executive Director and theatre team
- Mentor the actors by providing creative feedback and insights from industry experience
- Manage logistics of setting up an in-person or online presentation

This job role will be for emerging performing artists and students who already have some creative experience in the theatre industry and hope to complement it with career skills in arts administration.

### Qualifications

- Demonstrated knowledge or experience in performing arts, either volunteer or paid
- Strong leadership skills
- Experience in a supervisory role or managing a small team
- Knowledge of theatre exercises and group dynamics
- Strong written and verbal communications
- A keen interest in learning about and developing a career in arts administration
- Interest in taking on the role of the dramaturge

### How to Apply

- Your resume/CV
- A 3-min video introduction that answers the following:
  1. Tell us about yourself!
  2. Why are you interested in being a part of the Burnaby Summer Theatre?
  3. Why do you think it's important to address grief with youths?
  4. How will this opportunity bring you closer to your career goals?
  5. What do you hope to achieve as an actor?
  6. What do you hope to achieve as a Production Manager?

Application deadline: May 20, 2021, 4:00pm

Contract dates: June 8th - August 31 (actors) / June 1 – August 31 (production manager)

Contract terms: 360 hours (actors) / 390 hours (production manager); hourly rate of \$16.00 per hour

Submit your application at [summertheatre@burnabyartscouncil.org](mailto:summertheatre@burnabyartscouncil.org). If you have any questions, please contact MariFer Rios, our Program Coordinator.