

STRATFORD SUMMER MUSIC

Mark Fewer
Artistic Director

Crystal L. Spicer
Executive Director

19 Waterloo Street South
P.O. Box 1013
Stratford, Ontario
N5A 6W4

Phone 519.271.2101

Stratford Arts Foundation
A Registered Canadian Charity
87819-7417 RR0001

Production Assistant (3 positions available)

Seasonal

Dates: June 26 – August 13, 2024

Salary: \$22.00 per hour / 35 hours per week / 7-week contract

Benefits: 4% vacation pay

ABOUT THE COMPANY:

Stratford Summer Music is a four weeklong music festival founded in 2001 as a project of the Stratford Arts Foundation, a non-profit organization. We present a wide variety of Canadian and international artists in venues throughout the downtown core of Stratford, Ontario. We are currently seeking candidates to fill the seasonal positions of production assistants for the summer of 2024.

ABOUT THE POSITION:

Summer Music offers a fast-paced setting where no two days are alike, and the locations are constantly changing. Hours are flexible but you **must** be available to work evenings and most weekends during the summer. Working co-operatively with a production team, and reporting to the Production Manager, in aspects of the music festival which relate to live musical performances, the candidate will assist with all technical elements including audio, video, staging, lighting of live performances. Operating as a venue technician the candidate will assist with load in, set up, sound check, strike, and load out of equipment. Liaising with artists, venue contacts, other festival staff as necessary will be required. Assisting with the preparation of venues including lighting, sound, staging, power, seating etc. will be required. Participate in weekly staff team meetings. Ensure all events occur efficiently and on-time, following health and safety protocols, picking up and returning equipment rentals or loans, returning inventory to proper storage.

First aid, CPR and Boat Smart training mandatory and will be provided at the festival's expense. A valid driver's license and clean driving record mandatory. Knowledge of Stratford and area considered an asset.

RESPONSIBILITIES:

- Assess artist technical riders to consolidate equipment needs and rentals for efficient use of financial resources.
- Setup and strike venues as per specifications in agreement with the Production Manager and artists and venue specific requirements.
- Act as liaison with companies/individuals providing technical support.
- Preparation of venues, including but not limited to lighting, sound, staging, power, seating.
- Design sound where necessary.
- Operate as a venue technician as scheduled by Production Manager.
- Obtain pricing and quotes for rental and purchase equipment as requested by Production Manager
- Pickup and return equipment rentals or loans.



- Work with the team to efficiently run all venues, including driving the rental van, loading and unloading at various sites when needed.
- Perform other duties as required.

WORK ENVIRONMENT:

Stratford Summer Music prioritizes the establishment of a secure work environment, ensuring that all employees are shielded from discrimination, violence, and harassment. Upon joining, employees receive a copy of the organization's Code of Conduct.

QUALIFICATIONS AND EXPERIENCE:

- Proficient in techniques, methods, and procedures related to live performing arts presentations, encompassing stage management, PowerPoint, and other media presentations, as well as patron services, and adherence to safety protocols.
- Demonstrated one-year experience in technical/production aspects of live performing arts.
- Deeply passionate about the arts and dedicated to client engagement.
- Exceptional communication, presentation, interpersonal, and relationship-building skills essential for collaborating with individuals across all organizational levels, arts and cultural partners, and rental clients. Fosters open and confidential communication, building trust.
- Result-driven and proactive with strong multitasking abilities, adept at prioritization, and capable of working independently.
- Sociable and adept at quickly establishing rapport with new acquaintances.
- Possession of a valid Ontario driver's license or equivalent mobility documentation preferred.
- Willingness to work flexible shifts, including weekdays, evenings, weekends, holidays, and irregular hours.
- Legally eligible to work in Canada; non-Canadian applicants must possess a valid employment visa and proper documentation permitting work in Canada for the contract's entirety.
- Must be eligible for employment under Canada Summer Jobs.

HOW TO APPLY:

Please forward cover letter and resume as a single document by email no later than April 30, 2024. Applications will be reviewed, and applicants may be contacted as received.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

CONTACT INFORMATION:

Crystal L. Spicer, Executive Director
 cspicer@stratfordsummermusic.ca