

**WE ARE
HIRING!**

APPLICANTS
MUST BE 30
OR YOUNGER
&
LIVE IN THE
KW REGION

3 FULL TIME SUMMER POSITIONS AVAILABLE:
- 1 ARTISTIC & ADMINISTRATIVE ASSISTANT
- 1 MARKETING & COMMUNICATIONS INTERN
- 1 ARCHIVIST

POSITIONS STARTING MAY 13TH
APPLY NOW BY EMAILING
A RESUME & COVER LETTER
TAYLORMARIEGRAHAM
@GMAIL.COM



ABOUT PAT THE DOG THEATRE CREATION

Pat the Dog Theatre Creation champions Ontario playwrights and plays to build upon a vibrant theatre that demands new and innovative works. Our passion is to tell stories about how we live now which includes women's voices, new immigrant voices, indigenous voices, queer voices, and many others which make up the rich theatre landscape of this country. We seek to create and present work that will engage audiences in an exchange of ideas that makes us think harder, laugh longer, and feel more. Pat the Dog Theatre Creation is devoted to the creation and presentation of new work for the Canadian theatre. We provide and encourage community among theatre creators, providing a critical and vibrant environment for the playwright to develop their craft prior to production. We are open to theatre creators at all levels in their development and growth as artists. Pat the Dog Theatre Creation is nationally recognized as a leader in the cultivation and promotion of theatre creators and their work.

We embrace the following values:

- Seek the new
- Risk Excellence
- Inspire connections
- Stimulate innovation in theatrical voice and performance

Pat the Dog Theatre Creation has been serving emerging and established playwrights in Ontario since 2006. A registered charitable institution, Pat the Dog is a member of the Playwrights' Development Centres of Canada and supports the creative process through to production. We are the only playwright development centre in Ontario open to theatre creators at all stages of their career.

Inclusion Statement

Providing a working environment free of harassment and discrimination has been a priority for Pat the Dog Theatre Creations since its inception. As a theatre company which prioritises lifting marginalised voices, Pat the Dog takes its responsibility to its employees' health, inclusion, and safety seriously. We encourage employees to identify their preferred pronouns and any disabilities (physical or cognitive) which the employer can help accommodate. On-site washrooms are single stall and gender inclusive. We will also provide AODA training for employees who will be dealing with patrons.

Position 1: Artistic and Administrative Assistant

Hourly Wage Rate to be paid to the participant: \$14.00

Number of Weeks Requested: 16

Number of Hours per Week Requested: 30.00

Anticipated Start Date: May 13th

Pat the Dog Theatre Creations seeks an enthusiastic and responsible artistic and administrative assistant to work with the organisation over the summer. The main focus of the project would be to support Regional Women Lead: A Grassroots Approach to Gender Parity for Women in Theatre. Regional Women Lead is a new Canada Council funded project run by Pat the Dog Theatre Creation, a female led theatre catalyst based out of Kitchener, Ontario. In 2019, we will be working with regional female theatres creators at theatre festivals across the country to platform theatrical works and shine well deserved spotlights on women's voices from outside major urban centres. Regional Women Lead also creates significant supports (Master Classes, Mentorships, Digital) for regional women creators throughout the country. This project exists in response to troubling research on gender inequities in theatre produced across Canada and follows recommendations made by Michelle MacArthur in her study entitled the Equity In Theatre Initiative.

Tasks and Responsibilities of Artistic and Administrative Assistant include the following:

- Perform daily administrative tasks such as answering emails, updating documents and spreadsheets, as well as organising files.
- Organise, attend, and record meetings associated with Regional Women Lead.
- Support artistic projects, help with event planning, and attend events as required.
- Facilitate and support rentals in Pat the Dog's micro-performance space Edna's in Kitchener. Support the artistic director and other staff as other tasks arise.

Preferred Areas of Interest or Study:

- Arts Administration or Business Administration
- Theatre
- Other arts

Preferred Skills:

- Excel & Word Proficiency
- Some knowledge of Canadian theatre landscape
- Some knowledge of theatre production, acting, or other artistic discipline related to theatre
- Some event planning experience
- Strong group work skills
- Ability to plan and execute tasks independently
- Strong time management skills
- Interest in theatre and other arts
- Strong organizational skills
- Strong communication skills (oral and written)

To Apply for this Position Email a Cover Letter and Resume to taylormariegraham@gmail.com

Position 2: Marketing and Communications Intern

Hourly Wage Rate to be paid to the participant: \$14.00

Number of Weeks Requested: 16

Number of Hours per Week Requested: 30.00

Anticipated Start Date: May 13th

Pat the Dog Theatre Creations seeks an enthusiastic and responsible marketing and communications intern to work with the organisation over the summer. The main focus of the project is to support Regional Women Lead: A Grassroots Approach to Gender Parity for Women in Theatre. Regional Women Lead is a new Canada Council funded project run by Pat the Dog Theatre Creation, a female led theatre catalyst based out of Kitchener, Ontario. In 2019, we will be working with regional female theatres creators at theatre festivals across the country to platform theatrical works and shine well deserved spotlights on women's voices from outside major urban centres. Regional Women Lead also creates significant supports (Master Classes, Mentorships, Digital) for regional women creators throughout the country. This project exists in response to troubling research on gender inequities in theatre produced across Canada and follows recommendations made by Michelle MacArthur in her study entitled the Equity In Theatre Initiative.

Tasks and Responsibilities of the Marketing and Communications Intern are as follows.

- Develop and implement a social media plan in collaboration with the artistic director and artistic associate.
- Monitor social media platforms for the company.
- Develop and create marketing materials including posters, postcards, and web-based materials.
- Work with the artistic director to develop a media plan.
- Assist with event planning and facilitation as required.
- Connect with local, national, and international businesses for marketing purposes.
- Distribute marketing materials in person and online.
- Support the artistic director and other staff as other tasks arise.

Preferred Areas of Interest or Study:

- Communications and Marketing
- Theatre or Other arts

Preferred Skills:

- Strong social media skills including Twitter, Instagram, and Facebook
- Strong graphic design skills
- Some photography skills
- Some event planning experience
- Working knowledge of Word and Excel
- Some knowledge of Canadian theatre landscape
- Some knowledge of theatre production, acting, or other artistic discipline related to theatre
- Interest in theatre and other arts
- Strong organizational skills
- Strong time management skills
- Strong communication skills (oral and written)

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Position 3: Artistic Archivist

Hourly Wage Rate to be paid to the participant: \$14.00

Number of Weeks Requested: 16

Number of Hours per Week Requested: 30.00

Anticipated Start Date: May 13th

Pat the Dog Theatre Creations seeks an enthusiastic and responsible artistic archivist to work with the organisation over the summer. The main focus of the project is to support Regional Women Lead: A Grassroots Approach to Gender Parity for Women in Theatre. Regional Women Lead is a new Canada Council funded project run by Pat the Dog Theatre Creation, a female led theatre catalyst based out of Kitchener, Ontario. In 2019, we will be working with regional female theatres creators at theatre festivals across the country to platform theatrical works and shine well deserved spotlights on women's voices from outside major urban centres. Regional Women Lead also creates significant supports (Master Classes, Mentorships, Digital) for regional women creators throughout the country. This project exists in response to troubling research on gender inequities in theatre produced across Canada and follows recommendations made by Michelle MacArthur in her study entitled the Equity In Theatre Initiative.

Tasks and Responsibilities of the Artistic Archivist:

- digitally record (sound / video) and archive events, masterclasses, interviews for Regional Women Lead;
- organize and digitally archive the organization's past files including documents, photos, video, etc;
- work with the artistic associate to identify key archival materials useful for future use by the organization;
- support the artistic director and other staff as other tasks arise.

Preferred Areas of Interest or Study:

- Library and archival sciences
- History, local history
- Theatre
- Other arts

Preferred Skills:

- Excellent organizational skills
- Working knowledge of voice recording equipment & video equipment
- Proficiency with Google Drive
- Basic photography skills
- Ability to work independently
- Some knowledge of Canadian theatre landscape
- Some knowlege of theatre production, acting, or other artistic discipline related to theatre
- Interest in theatre and other arts
- Good communication skills (oral and written)

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