

ARTISTIC OPERATIONS ASSISTANT

Ready to make your mark in the Arts?



Established in 1959, Canada's National Ballet School (NBS) is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.

Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.

Canada's National Ballet School is currently accepting applications for the **Full-Time, Contract** position of

ARTISTIC OPERATIONS ASSISTANT (September 2019 – December 2020)

Working under the supervision of the Schedule Co-ordinator, the Artistic Operations Assistant will assist with all NBS productions, including off-site productions, in which NBS students are participating by planning and coordinating all logistical requirements. The Artistic Operations Assistant provides significant administrative support to the Schedule Co-ordinator.

Major Duties and Responsibilities:

- Reviews the production schedule to identify all productions in which NBS students are involved to determine travel needs, chaperones, meals, etc.
- For performances involving students - maintains communication with students, Artistic staff, NBoC staff, Production staff & parents. Prepares/distributes logistical information (casting notices, consent forms, dressing room lists, running order, sign-in sheets and rehearsal, costume-fitting, meal & transportation schedules).
- Completes all travel-related arrangements for Artistic guests (teachers, choreographers, etc.).
- Maintains up to date performance repertoire documents.
- Provides administrative support to the Schedule Coordinator, including posting the daily schedule in various locations and acting as backup when the Schedule Coordinator is out of the office.
- Prepares casting; researches choreographers, composers & musical scores; ensures accurate credits.
- Tracks and records costs related to external production for reimbursement to NBS.
- Coordinates student attendance at local theatre performances (e.g. purchasing theatre tickets & TTC tickets; organizing chaperones; tracking related costs & preparing final TTC cost summary at year-end.
- Assisting with Parent Meeting, All staff meetings, Assemblies & Parent viewing by: working with Production & P&O to establish set-up needs.

Qualifications/Skills/Experience:

- Post-secondary education in Arts Administration, Business Administration or a related field;
- 2+ years in an administrative or related position; some direct experience in a theatre/studio environment required.
- Experience in a dance environment or knowledge of dance would be considered a definite asset
- Detail-oriented with excellent organizational skills and ability to problem solve effectively.
- Ability to manage tight deadlines and multi-task to manage multiple competing priorities.
- Advanced knowledge of Microsoft Word and Excel.
- Excellent interpersonal skills complemented by a natural talent for diplomacy.
- Strong knowledge of administrative and office procedures and processes.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be co-ordinated through NBS HR.

Qualified applicants should email applications, *including resume and cover letter*, to careers@nbs-enb.ca and include "**Artistic Operations Assistant - 2019**" in the subject line of your email **by August 25, 2019***.

*** Consideration of applications will begin immediately and continue until the position is filled.**

Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.
Please visit www.nbs-enb.ca for more information.

NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.