

Administrative Assistant – Summer Music Camps

The Canadian Opera Company (COC) is looking for an energetic and responsible **Administrative Assistant** to provide administrative and artistic support for the COC's Summer Music Camps.

The COC's Summer Music Camps offer children and youth entering grades 1 to first-year University the opportunity to create their own opera over the course of one of four fun-filled weeks in July. Participants explore every element of an operatic production, including singing, composing, story creation, drama, movement and stage design. At the end of the week, participants present a special rehearsal of their opera to family and friends.

The Assistant will work as part of the Community Partnerships & Programs Department, which consists of three full-time employees, and will report to the Manager, Community Partnerships & Programs. The camps assistant position is a six-week contract position that will run from **June 26 – August 9, 2024**, according to the following schedule.

Actual hourly rate of pay for this position is \$18.00 per hour

June 26 to July 5	The Assistant will work approximately 30 hours per week, Monday to Friday at the COC's administrative offices at 227 Front St. E.
July 8 to August 2	The Assistant will work Monday to Thursday, 8 a.m. to 4:30 p.m., and 8 a.m. to 5 p.m. on Fridays at the Four Seasons Centre for Performing Arts at 145 Queen St. W.
August 5 to 9	The Assistant will work approximately 30 hours for the week, Monday to Friday, at the COC's administrative offices at 227 Front St. E.

KEY RESPONSIBILITIES

Provide administrative support for the for the COC's Summer Music Camps, including but not limited to:

- Preparing documents and spreadsheets related to scheduling and registration;
- Overseeing sign-in and sign-out each day
- Communicating with parents and guardians by phone, email, and in person about questions and concerns
- Supervising children during lunch hours;
- Developing feedback forms and processing and analyzing feedback;
- Organizing and maintaining supplies;
- Photocopying documents;
- Assisting with marketing initiatives;
- Attending meetings;
- Following the completion of camps, contribute to the writing of a program report that catalogues information about the COC's Summer Music Camps;
- Assist with social media activity around camps (Facebook, Instagram, and Twitter)
- Provide artistic support for the COC's Summer Music Camps, including but not limited to: helping to establish a safe and welcoming environment for children and youth, leading activities and games, assisting with set up and clean up, actively engaging in all programming (drama, movement, stage design, singing, libretto-writing, and composing) and encouraging participants to stay on task, supervising children during lunch and extended care, and contributing to leading rehearsals and activities when called upon.

YOUR BACKGROUND

- Post-Secondary student studying voice, instrumental music, theatre, arts education, and/or arts administration
- Background in the arts or relevant work/volunteer experience in the cultural sector
- Considerable experience working with, and leading, small and large groups of children and teenagers
- Proven ability to work independently as well as in collaboration with others
- Excellent verbal and written communication skills in English
- First Aid and CPR certificate an asset
- Holds, or agrees to acquire, a valid Vulnerable Sector Verification through the Police Reference Check Program

KEY REQUIREMENTS

- Emotional intelligence – ability to harness interpersonal relationships judiciously and empathetically and apply critical thinking and problem-solving skills to tasks

Due to grant requirements, candidates for the Camps Assistant position *must*:

- be between 15 and 30 years of age (inclusive) at the start of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**International students are not eligible.*

ABOUT THE CANADIAN OPERA COMPANY

Based in Toronto, the Canadian Opera Company is the largest producer of opera in Canada and one of the largest in North America. General Director Perryn Leech joined the company in 2021, forming a leadership team with Music Director Johannes Debus and Deputy General Director Christie Darville. The COC enjoys a loyal audience, including a dedicated base of subscribers, and has an international reputation for artistic excellence and creative innovation. Its diverse repertoire includes new commissions and productions, local and international collaborations with leading opera companies and festivals, and attracts the world's foremost Canadian and international artists. The COC Academy is an incubator for the future of the art form, nurturing Canada's new wave of opera creators with customized training and support. The COC performs in its own opera house, the Four Seasons Centre for the Performing Arts, hailed internationally as one of the finest in the world. For more information, visit coc.ca.

APPLICATION PROCESS

Interested persons are invited to submit their resume and cover letter, no later than May 12th, 2024 to: education@coc.ca.

Madeleine Smith
Manager, Community Partnerships & Programs
Canadian Opera Company
227 Front St. E. Toronto, ON M5A 1E8

The Canadian Opera Company thanks, in advance, all applicants, however, only those considered for an interview will be contacted. No phone calls or agencies please.

The COC is committed to providing accommodations for people with disabilities in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

Date Posted: April 25th, 2024