



### **ORGANIZATION DESCRIPTION**

Drayton Entertainment is a registered, not-for-profit charitable organization and one of Canada's most successful professional theatre companies. We present the finest in live theatre for all ages at seven unique venues across Ontario: the Drayton Festival Theatre in Drayton, Huron Country Playhouse (Mainstage and South Huron Stage) in Grand Bend, King's Wharf Theatre in Penetanguishene, St. Jacobs Country Playhouse and Hildebrand Schoolhouse Theatre in St. Jacobs, and the Hamilton Family Theatre Cambridge. We also operate a Youth Academy in Waterloo.

Drayton Entertainment is committed to inclusion and diversity in hiring, and encourages all qualified candidates to apply without regard to age, disability, ethno-cultural identity, sexual orientation, gender identity, or any other historically underrepresented and marginalized identities.

Drayton Entertainment is committed to providing all workers with a barrier free work environment free of discrimination and harassment. If reasonable accommodation is needed to participate in the employment selection process, please reach out directly to Natasha Hopf, Director of Human Resources, at [natasha@draytonentertainment.com](mailto:natasha@draytonentertainment.com) or 519-621-5511 ext.240 so that we may provide assistance.

### **ARTISTIC ADMINISTRATIVE ASSISTANT**

Reports to        Artistic Administrator

Function        This role is ideal for a collegial individual with an interest in, and passion for, live theatre. Providing essential support to the day-to-day operations of the Artistic department, the successful candidate will learn more about the magic of producing live theatre from the inside, while working with a broad range of people.

**Duties and Responsibilities** shall include but are not limited to:

- Draft Canadian Actors' Equity Association (CAEA) and Canadian Federation of Musicians' (CFM) contracts and riders, using Artistic department templates, along with the submission of contracts to Canadian Actors' Equity Association and the Professional Association of Canadian Theatres (PACT).
- Manage and disseminate company member contact and distribution sheets to Stage Management.
- Prepare and distribute production material including scripts, scores, orchestral books and account for all prior to returning to the distributor.
- Provide follow-up on the acquisition and dissemination of artists' measurements and payroll information, as directed by the Artistic Administrator.
- Execute artistic contractual obligations (accommodations, car rentals, flights), as directed by the Artistic Administrator.
- Draft required notices for archival videos of each production, at each venue, and the subsequent filing of each.

- Collect prompt books and production material following show closing.
- Manage the company cast list and update regularly with role assignments, and maintain historical artists' and musicians' database.
- Serve as the first point of contact for accommodations. This includes overseeing the procurement effort of new accommodation partners in all locations, keeping tabs on changing needs, coordinating on site visits for organization representatives, and the subsequent gathering of listing details for the accommodations' portal on Drayton Entertainment's website.
- Provide continuous administrative management of Drayton Entertainment's on-site accommodations, including confirming and assigning all bookings for incoming artists, communicating with payroll to ensure accurate deductions are being made, providing Codes of Conduct for residents, and responding to any individual requirements.
- Review and proof all artistic elements (including but not limited to casting, headshots, biographies, billing, and auditions) on Drayton Entertainment's website, house program and/or production inserts, and cast announcement e-blasts, social media postings, and news releases, to ensure accuracy and provide notification of any required changes or corrections.
- Liaise with the Box Office Manager regarding artist ticketing accounts, special company offers, and any other special requirements as directed by the Artistic Administrator.
- Provide learned knowledge of the various agreements that are shared with associations and unions affiliated with Drayton Entertainment, including the Canadian Theatre Agreement (CTA), Canadian Federation of Musicians (CFM), and Associated Designers of Canada (ADC).
- Represent the artistic department at Drayton Entertainment events.

#### **REQUIRED SKILLS**

- University or college degree in performance, music, arts administration, or other liberal arts program, and/or a minimum of 2 years' administrative support experience.
- Proficiency in Microsoft Office (Outlook, Word, Excel, Teams) and virtual meeting software (Zoom, Teams); SharePoint and Tessitura (ticketing) are assets.
- Highly organized, detail-oriented, and able to manage multiple priorities.
- Proactive, adaptable, and collaborative; professional and discreet.
- An aptitude for learning new things, as the successful candidate will need to gain knowledge of agreements pertaining to the various associations and unions affiliated with Drayton Entertainment.
- Passion for live theatre and the ability to support the mission and goals of the organization.

#### **SALARY**

- Commensurate with experience

**TERM:** Full-time; Immediate Start.

*This position is based in-person and on site at Drayton Entertainment's Head Office at 46 Grand Ave. S., Cambridge.*

*Due to the nature of the live theatre industry, some evening and weekend work will be required.*

#### **HOW TO APPLY**

For consideration, interested candidates should respond with Cover Letter & CV by 5:00 pm on Tues, Oct 14 to:

Natasha Hopf

Director of Human Resources

Email: [natasha@draytonentertainment.com](mailto:natasha@draytonentertainment.com)

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