



### **DRAYTON ENTERTAINMENT 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.

### **DRAYTON ENTERTAINMENT YOUTH ACADEMY MISSION**

The Drayton Entertainment offers arts education through the training hub of its state-of-the-art training facility. Its mission is to provide performing and technical arts training opportunities anchored in the Drayton Entertainment brand of live theatre excellence, facilitated by professional industry mentors. It is committed to generational change and aims to dismantle the financial, cultural and physical barriers that have traditionally existed in arts education.

### **ADMINISTRATIVE ASSISTANT, DRAYTON ENTERTAINMENT YOUTH ACADEMY**

Reports to General Manager, Drayton Entertainment Youth Academy

Function The Administrative Assistant is someone with general business knowledge and has a desire to apply those skills to arts education. They will work in partnership with the General Manager and Education & Outreach Manager to support the Youth Academy in all tasks related to general day-to-day operations.

Duties and responsibilities shall include but not be limited to:

- Representing Drayton Entertainment Youth Academy as a positive and professional ambassador.
- Communicating with parents, staff, instructors, and the general public via email, phone, and online platforms.
- Managing the Youth Academy email inbox and responding to inquiries promptly and professionally.
- Drafting and sending regular communications to parents and program participants.
- Preparing materials for classes, camps, and auditions, including printing sheet music and scripts, assembling duotangs, formatting schedules, creating labels and nametags, updating enrollment details, and generating sign-in sheets.
- Assisting with gathering content and updates for the Academy website.

- Creating and maintaining program listings and records in Jackrabbit, the Academy's booking software.
- Processing transactions and managing payment communications, including accounts receivable and issuing receipts.
- Managing student enrollment and handling class transfers, withdrawals, and account credits.
- Overseeing inventory and sales of Academy merchandise.
- Assisting with audition administration, including preparing materials, organizing sign-in forms, communicating with families, and sending acceptance or regret notifications.
- Preparing studio spaces for classes and events.
- Supporting onsite events, including auditions, birthday parties, open houses, and other special functions.
- Carrying out opening and lock-up procedures, as required.
- Performing light maintenance and cleaning tasks, as needed.
- Other related duties as assigned.

#### **Required Skills and Qualifications**

- Strong interpersonal and communication skills.
- Previous customer service experience with a confident, professional demeanor.
- Excellent written communication skills, with a focus on grammar and spelling accuracy.
- Familiarity with theatre and the performing arts is an asset.
- Experience with Jackrabbit Class System or similar booking software is an asset.
- First Aid certification is an asset.

*Due to the nature of the Academy, occasional evening and weekend work will be required and scheduled in advance.*

**Term:** Full-time (37.5 hours/week); immediate Start.

#### **Additional Information**

*This is an in-person, onsite position based at the Drayton Entertainment Youth Academy in **Waterloo, ON**.*

For consideration, interested candidates should respond with Cover Letter & CV by **Monday, December 8, 2025**, to:

Natasha Hopf

General Manager, Drayton Entertainment Youth Academy

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

**\*Please reference the job title in your email subject line and cover letter**

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