



2019 Theatre Nova Scotia Administrative Intern Position

Theatre Nova Scotia is offering an 8-week summer position for an Administrative Intern. The position will be full-time (30 hours per week), likely beginning Monday, May 13, 2019 and ending Friday, July 5, 2019.

Theatre Nova Scotia is a provincial service organization which encourages and supports all aspects of live theatre through its programs and services. TNS is a member organization for professional, community and affiliate organizations and individual theatre practitioners. Operating the NS High School Drama Festival, the PERFORM! Artists in the Schools program, the Robert Merritt Awards, and many other services, the organization serves as a resource and advocate for theatre throughout the province.

Responsibilities

The Administrative Intern will support Theatre Nova Scotia's permanent staff in the planning and implementation of its current programs. Responsibilities will include contributing to member communications, newsletters, tracking member events, website updates, database maintenance, research, membership drive, filing, and other duties as assigned.

This position is funded through Canada Summer Jobs and is designed to provide training and experience in arts administration. The successful candidate will gain career-related work experience in communications, administration, and database management.

The Administrative Intern will be paid \$13.00 per hour and work at the Cultural Federations of Nova Scotia offices, 1113 Marginal Rd., Halifax.

Qualifications

The ideal candidate will be enrolled in or have completed a degree or diploma in, public relations, arts administration, business or fine arts, with a demonstrated interest in the arts, good computer and organizational skills, excellent attention to detail, and the ability to work independently as well as under supervision.

Eligibility

To be eligible for the position, applicants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

To Apply

Email your resume and cover letter by **Tuesday, May 7, 2019, 11:59pm** to [applications\[at\]theatrens.ca](mailto:applications[at]theatrens.ca) . Please use “Administrative Intern” as the subject of your email.

The Cultural Federations of Nova Scotia is an accessible building. Theatre Nova Scotia supports diversity and encourages all eligible applicants to submit their resumes.

Interviews are planned for either **Thursday, May 9 or Friday, May 10, 2019**. Only those selected for an interview will be contacted.