



Production Assistant

The Elora Festival presents world-class vocal/choral and chamber music each July in the vibrant and artistic village of Elora. Led by Artistic Director Mark Vuorinen, the Festival attracts about 7,000 people annually (in a normal pre-pandemic year) and has The Elora Singers at its core, complemented by established and emerging Canadian and international artists.

The Festival is known for offering both traditional and innovative programming, covering classical, international, Indigenous, interdisciplinary, popular and children's music genres. The Festival has adapted to captivate audiences, despite the limitations imposed by the pandemic, by pivoting to a virtual format in 2020 and 2021. We are looking forward to the return to an in-person Festival in the summer of 2022. Festival outreach activities include free concerts, masterclasses, pre-concert chats, meet and greets, children's camps, and a new week-long vocal academy for emerging artists.

The 2022 program will run from July 8 – 24 and will feature a series of performances by the ensemble in residence, The Elora Singers. Guest artists engaged to perform at the 2022 Festival include The Gesualdo Six (UK), Studio de musique ancienne de Montréal, Sarah Slean, Canadian Brass, the Rolston String Quartet, Blackwood – Peter-Anthony Togni and Jeff Reilly, TorQ Percussion Quartet, Autorickshaw, baritone Tyler Duncan and the Penderecki String Quartet.

The Production Assistant reports to the Production Manager and represents the Production Department at Festival venues. This position acts as a liaison between the various groups including the staging and production contractors, performers, media, Artistic Director, guest artists and Festival staff and volunteers. They ensure all pre-concert production requirements are in place and respond to issues relating to the event in progress and concerns regarding venue operations.

Terms of Contract: \$18 / hr, on average 35 hours per week, possibly more during the Festival from July 4 – 24, 2022. Candidates must be available to work evenings and weekends at this peak time; must have a valid driver's license and vehicle and will be asked to use their own personal computer and cell phone for this position. There will be nominal compensation for this requirement. The term of contract is from May 2 – August 12, 2022 (15 weeks). All contract and permanent employees, volunteers and artists employed by the Elora Festival and The Elora Singers are required to be fully vaccinated.

Note: this position is pending approval of funding from Canada Summer Jobs

Responsibilities include:

- Ensuring that all venues/staging conform to the site plan and specific concert requirements are in place
- Providing stage management support for events by confirming all required staff and resources are present and briefed
- Meeting and greeting performers and introducing them to the sound and light technicians and other applicable support staff
- Reviewing production details, assigning dressing rooms, ensuring hospitality requirements are in place in a timely manner
- Assisting The Elora Singers Manager with preparation of musical scores as applicable
- Working closely with the Volunteer Manager to ensure the house is prepared prior to concerts and that all front of house details are addressed, such as wheelchair access, reserved seating, traffic control and St. John's Ambulance staff
- Completing event reports, placing event signage, access control, site cleaning and maintenance, securing venues and ensuring that building, fire and emergency regulations and room capacities are adhered to.

A background in classical / choral music and/or arts management and experience working in stage management and concert production would be an asset. Since the duties of this role are diverse, students will have the opportunity to apply their studies to date and learn new skills related to areas including:

- Communications
- Not for profit management
- Arts management
- Theatre arts
- Hospitality and tourism management
- Office administration
- Liberal arts
- Recreation
- Media studies
- Event management

Required Skills: A professional and respectful approach to all manner of work, including excellent oral and written communication skills, attention to detail, ability to multi-task in a fast-paced team environment, and professional demeanor towards colleagues and patrons. Experience working with Microsoft Office.

Supervision and Mentoring Plan: The Production Assistant will be directly supervised by the Production Manager, who will ensure they receive intensive orientation and training during the first week of employment. Training will include orientation of the office and staff, a full review of the 2022 Festival line-up, training on ticketing software, organizational policies and procedures and an inventory of support/mentoring resources available to the student. The Executive Director and Production Manager will work alongside the Production Assistant in person. They will have the opportunity to make discoveries, offer new ideas, and participate in or shadow tasks that might not be in their job description, but are of interest.

The lead mentor will be the Production Manager, and the youth will have many opportunities to develop their skillset through direct interaction with all staff. Mentoring will include setting learning goals and bi-weekly reviews of progress toward those goals.

Health and Safety Practices in the Workplace: Our Health and Safety Officer will orient the youth during a detailed office and venue tour, including first aid kit locations, fire extinguishers, fire exits and local emergency contact information. St John's Ambulance attend all concerts to offer medical assistance. The Production Assistant will not undertake any work that they feel unsafe doing. All staff are required to take AODA and WHIMS training, and Dementia Friendly training through the Waterloo-Wellington Alzheimer's Society. The youth will also receive an orientation to the Festival's Harassment and Safe Work Environment policies.

Work Environment: The Festival is committed to ensuring that every employee has a safe work environment free of discriminatory practices, violence and harassment. Employees are provided with a copy of the organization's Code of Conduct as part of the on-boarding process. In addition, the organization has contracted with Clearview Strategic Partners Inc. to provide employees with a safe, ethical and independent reporting process should a need arise.

To apply, send your résumé (max. 2 pages) and cover letter to Laura Adlers, Executive Director, at laura.adlers@elorasingers.ca . Deadline to apply: April 11, 2022.

Persons with disabilities who need accommodation in the application process or those needing job postings in an alternative format may e-mail a request to Laura Adlers at contact information above.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.