

Western Canada Theatre (Kamloops, BC) is seeking submissions for an EDUCATION & COMMUNITY ENGAGEMENT INTERN.

The paid, year-long internship will offer the student an opportunity work on all aspects of education, outreach, audience enrichment, community engagement and accessibility programs at Western Canada Theatre.

The role offers the Intern experience and skill development in a variety of areas within a professional theatre company, with a focus on the education & engagement work that supports the professional productions & community activities. The intern will work closely with and under supervision of the Director of Education & Outreach, and will undertake a variety of activities, including:

- Promotion, enrollment, preparation, instruction and leadership of theatre school classes
- Research and creation of study guides for season productions
- Communication, engagement and promotion of season productions to student and special-group audiences
- Planning & Execution of audience enrichment activities to augment season productions.
- Execution of community outreach programming and special initiatives.
- Promotion, outreach and execution of theatre accessibility programs
- Indigenous community engagement and outreach to IBPOC/equity-deserving groups, related to the assigned projects.

#### The 'Ideal' Mix of Skills, Experience & Traits Might Include...

- A mix of education & experience in a related field, such as: communications, marketing, Indigenous studies, program development, education, performing arts, research or library sciences
- An interest in theatre, and passion for reaching and connecting communities.
- Experience understanding and respecting cultural protocols while working with Indigenous communities & Elders;
- Collaboration – a strong desire to collaborate, lead and contribute to a strong team environment
- Communication – both verbal and written, including excellent telephone and email writing style
- Organizational Skills – well organized, close attention to detail, able to navigate shifting priorities, good task and time management
- Tact & Diplomacy – able to respond well to confidential information, diffuse conflicts and creatively offer input to productions & processes.
- Office Applications – experienced user of Word, Excel, Outlook, Office 365 and Sharepoint.
- A valid Class 5 Driver's License with access to a personal vehicle, an asset
- Access to candidate's own laptop with word processing software, an asset (all required IT support will be provided)
- First Aid training is an asset;
- WCT welcomes diversity in the workplace, and specifically encourages Indigenous, Black and Persons of Colour to apply, and to self-identify if they so choose.

#### Position Details:

- This role is funded by the Young Canada Works – Building Careers in Heritage program. Successful applicants must be eligible for the program of May 9, 2022. More information is online at <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>
- The role is based in **Kamloops, BC**, and a move to/residency within the Kamloops community is required. A relocation stipend is available, if required.
- We anticipate a **flexible work schedule**, with some evenings & weekends & longer days during performances.
- The role is **full-time term** beginning **May 9, 2022** (with flexibility) and concluding on **May 28, 2023**.

- The **wage** is set at \$720 per week, based on a 40-hour week, plus vacation pay. WCT has a generous benefits package that includes extended health, paid vacation and a flexible work schedule.
- New hires are subject to the following **conditions of employment**:
  - Must be able to **legally work in Canada**.
  - All staff are required to be **fully vaccinated against COVID-19** prior to the start of employment and may be required to provide WCT with proof of vaccination upon request.
  - Must provide a recent & clear **police information check including vulnerable sector check**.
- Due to the volume of submissions, we thank all who express interest in this position; only those selected for an interview will be contacted.

**To express interest, please send your resume & cover letter to:**

Terri Runnalls  
Director of Education & Outreach  
[careers@wctlive.ca](mailto:careers@wctlive.ca)

Submissions will be reviewed starting **April 27, 2022** and ongoing until the role is filled

Please note that WCT has other opportunities in Education & Community Engagement posted concurrently. You only need to apply once – please indicate which position(s). Please visit [www.wctlive.ca/postings.htm](http://www.wctlive.ca/postings.htm) for details.

#### **About WCT**

*Western Canada Theatre tells our stories on the traditional & unceded territory of Tk'emlúps te Secwepemc, whose people are the traditional stewards of this land.*

*Since 1975, Western Canada Theatre has been producing innovative, entertaining, and educational theatre for audiences in Kamloops, throughout BC's Southern Interior, and across Canada. We have grown into one of the largest producing theatres in BC and have had a remarkable impact on the national theatre landscape: producing premieres of important new Canadian and Indigenous work, training some of Canada's finest theatre professionals, and showcasing our work and our artists across the country through touring and co-productions. We manage & operate the 700-seat Sagebrush Theatre, the 150-seat flexible configuration Pavilion Theatre, as well as our producing shops, storage & touring operations. For more information, please visit us at [wctlive.ca](http://wctlive.ca)*

#### **Equity, Diversity & Inclusion Statement**

*Western Canada Theatre is committed to diversity in the workplace and we encourage all qualified candidates to apply, and to self-identify if they so choose. We hope to receive applications from candidates with a broad range of backgrounds including, but not limited to: race, ethnicity, indigeneity, gender, gender-identification, sexual orientation, class and physical ability (though our office is currently on a second floor, and as such not wheelchair accessible). We are a parent-friendly workplace, with several parents on staff. We invite anyone with access needs or requiring accommodation in the application process to contact the Managing Director.*

#### **Safe & Respectful Workplace Statement**

*Western Canada Theatre is committed to the creation of a respectful work environment and supports those who have experienced or witnessed toxic behaviours. We stand up against behaviour that undermines the dignity or self-esteem of any individual, or which creates an intimidating, hostile or offensive environment. We invite all our Artists and Staff to partner with us in speaking up against harassment and standing together in addressing problems when they arise.*

#### **About Kamloops**

*Kamloops is our home and is a great place to live and work. We offer you the opportunity to thrive in a city that boasts a reasonable cost of living, gorgeous terrain, active lifestyle, and, of course, the sunny weather of BC's Southern Interior. For more information, visit [Kamloops.ca](http://Kamloops.ca)*