

### The Organization

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

Since 1975, Western Canada Theatre (WCT) 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. WCT's home is the 700-seat Sagebrush Theatre, and the 150-seat flexible configuration Pavilion Theatre serves as our admin offices, producing workshops and box office facility. For more information, please visit us at [wctlive.ca](http://wctlive.ca)

### The Opportunity

Working under the supervision of Director of Education & Outreach, the **Community Engagement Assistant** will build bridges between WCT and various communities & groups. With particular focus on Indigenous community engagement for our world premiere Secwepemc-language production, *Echoes of the Homesick Heart*, the Assistant will lead on efforts to engage with our local and surrounding Secwepemc communities, establishing contacts and networks for the project's in-person run in June 2022, as well as planning our subsequent digital distribution thereafter.

This opportunity is ideal for a student with a background in marketing, communications or outreach, education, research, program development, Indigenous languages & culture, performing arts or theatre.

Responsibilities include:

- Designing and building a study guide for the project;
- Assist our team with building community awareness of the project, getting word out and building appropriate offers to the local communities;
- Connecting with and supporting local elder(s) and community leaders, in their participation on the project and in the observing and planning for cultural protocols;
- Developing the marketing & distribution plan for the digital project, as well as plans for events and activities around the digital launch.

WCT has established practices and policy to support equity and inclusion, and a safe & respectful workplace. More information may be found online at <https://wctlive.ca/postings/>, as well as a commitment to anti-racism found online at <https://wctlive.ca/privacy-policy.htm>

### 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 – may include a combination of lived experience, education or training;
- 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).

**Position Details:**

- The role is **full-time term** beginning **May 9, 2022** (with flexibility) and concluding on **September 2, 2022**, with a possibility of extension during the school year. This is ideal for a co-op placement or summer student.
- We anticipate a **flexible work schedule**, with some evenings & weekends & longer days during performances.
- Ideally the position will be based in **Kamloops, BC** for May and June 2022, however, we invite submissions that may propose alternative work location & residency arrangements, particularly in July & August.
- A **travel stipend** is available for transportation to/from Kamloops.
- The **wage** is set at \$720 per week, based on a 40-hour week, plus vacation pay.
- 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.

In your cover letter, please tell us about the mix of skills, experiences & traits you would bring to WCT, along with how this role fits with your career aspirations, your availability and vision for the placement. Submissions should include a cover letter, resume, and two professional references and be sent to:

Terri Runnalls, Director of Education & Outreach

[careers@wctlive.ca](mailto:careers@wctlive.ca)

Submissions will be reviewed on an ongoing basis, starting

**Wednesday, April 27, 2022 at 5pm PT**

**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)*