

JOB POSTING:

Administration Assistant + Program Coordinator (YCU & New Stories)

Position Summary

This is an administration and logistics role split between two main areas of responsibility: 1) that of an Administration Assistant, offering the management team support in the daily operations of the organization and 2) that of the Young Creators Unit (YCU) & New Stories Coordinator who will work closely with PWM's Dramaturgs, Leila Ghaemi and Jesse Stong, on the administration, coordination and artistic support of these two programs.

Note: while there will be the option to work from home occasionally, this position requires a regular presence in the office and the selected candidate will be expected to work at PWM from 9am to 5pm most days of the week.

Salary and Benefits

- \$21 per hour for 40 hours per week
- Five weeks paid vacation (two weeks over the holiday period and three additional weeks)
- 10 paid wellness/sick days per year
- Reimbursement for one theatre ticket per month or 12 per year
- Health benefits package
- 1-year contract with the possibility to renew

Applications and Inquiries

Please submit your application by email to: annesophie@playwrights.ca with the subject line "Admin Assistant and Program Coordinator application"

Applications should include:

- Cover letter explaining your interest in working at PWM and how your experience is relevant to this position
- CV or resume
- Earliest possible start date

We encourage applicants to send in their application as soon as possible. For best consideration, please apply before **January 5, 2023**. Applications will remain open until the position is filled.

PWM values diversity in its workforce, encouraging applications from all qualified individuals. While recognizing that the identity of each person is fundamentally plural, and multidimensional, we strongly encourage applications from individuals who are Indigenous (First Nations, Métis, and Inuit), Black, racialized (including recent immigrants), 2SLGBTQQIPAA+, neurodiverse, disabled and/or living with chronic illness and chronic pain.

For accessibility information and video tours of our location, please visit:

<https://www.playwrights.ca/accessibility-contact/>

Organization, YCU and New Stories Overview

Founded in 1963, Playwrights' Workshop Montréal (PWM) is a dramaturgically-focused theatre creation and development company based in Montréal.

PWM is led by a team of experienced dramaturgs and arts administrators. With a focus on dramaturgy, its mission is to collaborate with artists in the development of new works of theatre and performance. Its collaborative process draws on the team's unique expertise and is tailored to the artist's individual needs.

At PWM, playwrights, dramaturgs, translators, directors, performance artists, and theatre companies across the country find a creative accomplice willing to invest deeply in the development of meaningful work. Through PWM's programming and activities, individual artists and companies meet and make new connections. By fostering these artistic connections, PWM acts as a community hub for theatre-makers in Montreal and beyond.

Our [Young Creators Unit \(YCU\)](#) is an incubator open to creators and performers under the age of 30. YCU offers emerging artists innovative, interactive, and dynamic workshops that focus on creation, dramaturgy, and professional development.

The [New Stories Project](#) offers a series of accessible storytelling workshops to emerging and established neurodivergent artists.

Primary Responsibilities as the YCU & New Stories Coordinator *(approx. 18 hours per week)*

- Track the budget for YCU and New Stories in collaboration with the Managing Director and Dramaturgs;
- Carry out the administrative tasks for both programs, including contracts, payments and data entry for development workshops, mentorships and professional development activities;
- Coordinate and assist in the production of the YCU Showcase and Queer Reading Series - liaise with various staff for contracting, marketing and communications and artist support;

- Coordinate and assist in the production of outcomes for the New Stories program (events or online videos);
- Gather and synthesize feedback from participants of both programs;
- Monitor and produce content for PWM's YCU Facebook group;
- Assist PWM's Dramaturgs with outreach, research, program development, and grant writing for both programs;
- Research and communicate professional development opportunities for YCU participants;
- Act as a liaison between PWM and program participants;
- Other related tasks as assigned by PWM Dramaturgs.

Primary Responsibilities as Administration Assistant (*approx. 22 hours per week*)

**these tasks take place throughout the year and do not all happen simultaneously*

Office Management:

- Answer general enquiries through the info email address and telephone;
- Manage PWM's studio and office supplies that includes managing the office supplies budget, ordering of supplies and maintaining a well organized studio and office space;
- Assist and lead PWM in maintaining clean filing systems both online and in paper;
- Research, optimize and manage various administrative tools (example: internet, telephone, photocopier, subscriptions to various services, software licences, insurance companies, membership to various arts organizations, etc);
- Regularly update contact information in our database CiviCRM;
- Coordinate the weekly staff meeting agenda, and take meeting minutes;
- Coordinate the board meetings (6-7 per year): assist the Managing Director and Board of Directors with the agenda preparation and advance reading materials, scheduling, taking the board meeting minutes and maintaining PWM's minute book

Programs Assistance:

- Greet workshop participants and prepare the studio space (printing scripts, setting out tables, chairs, pens, coffee, etc);
- Manage all of PWM's studio rentals that includes coordination with the renter, paperwork and invoicing;
- Keep PWM's Carol Libman Library organized and up to date;
- Update PWM's casting book for development workshops -- work with the PWM team to implement a new digital format;
- Data entry: manage PWM's CiviCRM database with the outcomes of all artistic projects and events. Assist staff with data entry, leading and guiding questions about data entry

Administrative Assistance:

- Prepare and send invoices, make payments, and enter receipts into Quickbooks;
- Update PWM's annual CADAC statistics with the Canada Council for the Arts;
- Assist the Managing Director in organizing files for the annual audit;
- Assist the Managing Director and bookkeeper in organizing files for end of month reconciliation;

- Assist the Managing Director with grant reporting;
- Assist with onboarding new employees, including assigning keys, creating accounts with various programs/software, and training on administrative procedures;
- Other related tasks as assigned by PWM's Managing Director and Artistic Director

Skills and Characteristics

- Excellent time management and organizational skills;
- Ability to meet simultaneous deadlines;
- Ability to think critically and independently problem solve;
- Ability to work both independently and as part of a team;
- Ability to communicate effectively;
- Keen attention to detail;
- Takes initiative;
- Enjoys clerical work that includes data entry, typing, filing and organizing;
- A commitment to PWM's values of equity, diversity, inclusion and accessibility.

Qualifications

Experience

- 1-2 years experience in an administration or project management role or equivalent

Technical knowledge

- PWM uses the following software/programs to facilitate our work: G Suite (Google Docs, Google Sheets and Google Drive), CiviCRM, Quickbooks, Slack, Asana. Experience with these specific programs is not required, but the candidate should have experience using common office software and programs.

Industry knowledge (nice to have, but not mandatory)

- Familiarity with the creative process and new theatre creation
- Knowledge of CAEA or ACTRA

We thank all candidates for their interest in joining PWM, however, only those selected for an interview will be contacted.

Interviews will be held via zoom starting in early January. There may be more than one round of interviews. Candidates who advance to the interviews will be asked to provide PWM with the names, phone number and email address of two references.

If you have any questions, please contact our Managing Director, Anne-Sophie Grenier at annesophie@playwrights.ca