

OPERA ATELIER

Opera Atelier is North America's premier period opera/ballet company, producing the opera, ballet and drama of the 17th, 18th, and 19th centuries. While drawing upon the aesthetics and ideals of the period, Opera Atelier goes beyond "reconstruction" and infuses each production with an inventive theatricality that resonates with modern audiences. Led by founding artistic directors Marshall Pynkoski and Jeannette Lajeunesse Zingg since 1985, Opera Atelier has garnered acclaim for its performances at home as well as in the United States, Europe and Asia. Opera Atelier is dedicated to the education of youth and young artists, and offers a robust slate of education, enrichment and outreach opportunities to engage audience members of all ages.

Digital Media, Communications & Office Assistant

Funded through the Canada Summer Jobs Program, the position of Digital Media, Communications & Office Assistant for Opera Atelier provides an exciting opportunity for post-secondary youth under the age of 30 to engage in behind-the-scenes work vital to a world-class opera company for eight weeks. The Communications, Digital Media and Office Assistant will have job responsibilities directly related to digital media, digital communications, and the use of technology to further Opera Atelier's communication, brand and outreach goals.

Dates: July 8 to August 30, 2019 (35 hours per week)

Remuneration: \$16 per hour

Tasks and Responsibilities

Digital Media

- Assist with social/digital media strategy and plan development for the 2019/2020 Season.
- Leverage use of Facebook, Twitter and Instagram to support sales and promote brand.
- Review Opera Atelier website for editing and updates.
- Assist with planning and execution of Operatix (30 and Under) marketing and events.
- Create and edit digital content, including photo galleries, videos and infographics for the Opera Atelier's website and social accounts.
- Assist with management of video and photo archive. Collect and maintain media files and collateral samples; manage video and photo archive.
- Editing video and photographs for digital marketing, social media, as well as for archival purposes.
- Research and plan ways to maximize donations revenue online, including planning of an effective and targeted crowdfunding campaign for 2019/2020.

Communications

- Assist with plan Opera Ateliers' e-blast communications for the 2019-20 season.
- Assist with management of office archival documents, including an overhaul of the filing systems for both hard copy and digital files.
- Review and update digital files for photography and video.
- Brainstorm media pitches for Opera Atelier's 2019-2020 season.
- Assist with season summaries and impact reports for corporate and foundation donors, cooperation with Development Coordinator. Review Opera Atelier website for editing and updates. Work on content for

web blog for summer and the full 2019-2020 season.

- Sales of house program advertising for the 2019-2020 season
- Creating digital files of Opera Atelier media articles and reviews from the 2018-2019 season.
- Assist with outreach events and planning.

General Duties

- Assist with administrative duties such as mail, messages, couriers, supplies ordering, maintaining paper and digital files, and providing support for office administrative needs as requested.
- Administrative support for the Co-Artistic Director, including drafting, editing and proof-reading correspondence, presentations and reports.
- Maintain an orderly office environment; keep reception and kitchen area tidy and stocked.
- Assist with major electronic and paper mailings.
- Greet visitors to the Opera Atelier offices.
- Other duties as required

Requirements

- Experience in creating social media campaigns for business
- Understanding of digital media in the context of the arts/not-for-profit sector
- Punctual, engaging and a good team player
- Knowledge of baroque and classical opera and dance
- Experience with Adobe Creative Suite (Photoshop, Illustrator, Premiere Elements)
- Fluent in Microsoft Office
- Proficient in PC and Mac environments
- Knowledge of organic and paid marketing strategies
- Interest in digital marketing/media and communications and some musical background
- Experience in Social Media managers / digital ad platforms an asset (Facebook Business Manager, Hootsuite, Twitter Ads, Google Adwords, Google Analytics)

Additional Info:

To be eligible, youth 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,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Opera Atelier values the diversity and integrity of all people, and encourages applications from youth who identify as indigenous, LGBTQ2+, or members of a visible minority.

How to Apply:

To apply for this position, email your resume and cover letter in one (1) PDF document to:
Ms Alexandra Skoczylas, Executive Director, Opera Atelier.

alex.skoczylas@operaatelier.com

Application deadline July 2, 2019. Interviews will begin immediately. *Please, no telephone inquiries. Only those who receive interviews will be contacted.*