



## **JOB POSTING – FESTIVAL PRODUCTION ASSISTANT**

The Toronto Sketch Comedy Festival Inc. is seeking two team members to fill the role of **Festival Production Assistant** for the 2018 TOsketchfest which takes place February 28th to March 11th, 2018. The Festival Production Assistants will provide production and logistical support to the annual comedy festival, performing a variety of tasks. This is a part-time contract from February 19th to March 13th, 2018.

The Festival Production Assistants will be key members of the festival team, working closely with the Managing Producer and Festival Manager.

### **Primary Responsibilities:**

*Core duties, deliverables, and relationships of the position.*

The position includes the following duties:

- Execute the daily production to-do list, including deliveries, pick-ups, room set-ups, maintaining supplies and inventories;
- Assist with theatre load-ins and load-outs;
- Shuttle talent, volunteers and producers between airports, hotels, and Festival venues as required;
- Assist the producers with fulfilling hospitality and production riders for talent;
- Support the producing and technical teams as required with physical labour, driving, running errands etc.
- Distributing marketing and promotional materials, and/or materials for sponsors and VIP,
- Attending production meetings/training/post-mortem meetings where required.

### **Knowledge, Abilities and Skills Required**

- Event/theatre production/festival experience required;
- Experience at TOsketchfest is an asset;
- Excellent organizational skills, task-management and ability to prioritize;
- Ability to take direction as well as take initiative when required;
- A great sense of humour and team-play.

### **Job Requirements**

- Must be over the age of 18;
- Must have a valid class G driver's license and clean driver's abstract;

- Must have access to a clean and reliable vehicle with at least moderate storage capacity which can be used to perform the duties of this position. (Gas and parking will be reimbursed.)
- Knowledge of downtown Toronto, including geography, driving routes and the various resources/stores available;
- Ability to lift and carry approximately 50 pounds;
- Ability to work on a ladder;
- Ability to work a flexible schedule during the contract which could include a mix of daytimes, evenings, late nights and weekends;
- Must NOT be a performer in the 2018 Toronto Sketch Comedy Festival.

**Compensation:**

\$16/hour

To apply, send a resume to the attention of Julianne Snepsts, Managing Producer at [julianne@torontosketchfest.com](mailto:julianne@torontosketchfest.com). In your resume and/or cover letter, please include relevant experience, and indicate whether or not you meet all of the requirements listed in “Job Requirements” above. No phone calls or Facebook/Twitter inquiries please. Please apply by January 26, 2018.

**TOsketchfest welcomes and encourages applications from members of equity-seeking groups and is committed to an organizational culture of non-discrimination, free of harassment and violence. Individuals with disabilities who require accommodations during the application process should email [paul@torontosketchfest.com](mailto:paul@torontosketchfest.com) or call 647-505-1050 for assistance.**