



JOIN THE SPRINGBOARD TEAM

Springboard Performance is hiring 4 summer internship positions:

- containR Art Park Facility and Production Assistant
- Cultural Programming Administrative Assistant
- Public Engagement Coordinator
- Cultural Programming Administrative Assistant

DEADLINE TO APPLY: WEDNESDAY, MAY 15, 2019 - 6PM MST

Springboard Performance is a non-profit organization devoted to connecting artists, mediums, audiences and community through physical contemporary creation and public space animation. Our programming includes containR in Sunnyside – a pop-up arts and community installation built from recycled shipping containers; Fluid Movement Arts Festival – an annual contemporary performance and dance festival of regional, national and international artists; Interrarium Residency and Workshop program; Signature Series – large-scale dance production presentation.

Springboard has a supportive, artistic and fluid working environment ideal for post-secondary students and young professionals under age of 30 balancing multiple responsibilities and creative passions.

GENERAL QUALIFICATIONS

- Enthusiastic, open-minded creative thinker with strong interpersonal skills
- Excellent communication skills with the ability to work independently and in collaboration with a group
- Strong organizational and time-management skills are essential
- Excellent writing and speaking skills
- Proficient in Microsoft Office and Google Platform
- Interest in the arts and linking cultural, sustainability, and community organizations is an asset
- Interest in the performing arts, production or pursuing a career related to the arts or non-profit sector is an asset

TERMS OF EMPLOYMENT

22-30 hours/week for 8-10 weeks, with the possibility of continued employment through a Serving Communities Internship Bursary. Occasional evening and weekend hours required. The negotiable start date is June 3rd, 2019.

The candidate must be able to work remotely, at containR Art Park in Sunnyside location and office at cSPACE King Edward.

Springboard is an equal opportunity employer, committed to hiring a diverse team. We welcome and consider applications from all qualified parties. Upon request, reasonable accommodations will be made to reduce barriers to applying.

The positions are funded through the Canada Summer Jobs Employment Program.

To be eligible, a candidate must:

- be between 15 and 20 years of age at the start of employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- 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.

To apply, please submit a cover letter and resume addressed to Pam Tzeng, at pam@springboardperformance.com with subject ATTN: Summer Internship before 6pm MST, May 15, 2019. Interviews will take place between May 19 - 21, 2019.

CONTAINR ART PARK FACILITY AND PRODUCTION ASSISTANT

The containR Art Park Facility and Production Assistant will play a crucial role in the execution of containR programming acting as an on-site community, renter and partner liaison and attending to logistics, production and maintenance of containR Art Park for season programming.

RESPONSIBILITIES

- Maintain containR event and production schedule
- Maintain containR renter and volunteer contact list
- Act as the on-site liaison for scheduled events
- Act as a supervisor for weekly scheduled programming
- Assist in volunteer training and lead volunteers on site
- Involvement in City, partner and renter communications
- Liaise with the community and non-profit partners
- Assist in nurturing new relationships with community partners and small businesses
- Basic cleaning and maintenance of the containR site for safe public use
- Assist in event and technical equipment set up, training provided

INTERNSHIP SPECIFIC QUALIFICATIONS

- Technical production and/or stage management experience an asset — setting up sound and lighting equipment for arts and community events (will train)
- Valid driver's license and own transportation an asset
- Social media and mobile photography skills is an asset
- The ability to work remotely as well as evenings and weekends at containR Art Park in Sunnyside is essential.
- Interest in the arts and linking cultural, sustainability, and community organizations is an asset

CULTURAL PROGRAMMING ADMINISTRATIVE COORDINATOR

The Cultural Programming Administrative Coordinator will provide administrative and operational support to ensure successful coordination and execution of Springboard programming.

RESPONSIBILITIES

- Help maintain master schedules for containR, Fluid Festival, Season Presenting, and Interrarium programming
- Assist with artist, renter and partner contract administration
- Assist with coordination of Springboard programming
- Coordinate artist itineraries, accommodations, and schedules
- Involvement in City, partner, artist and sponsor communications
- Assist in volunteer recruitment and coordination
- Support and collaborate with marketing and public engagement team
- Assist with grant and sponsorship reporting

INTERNSHIP SPECIFIC QUALIFICATIONS

- Strong organizational skills with ability to and prioritize
- Ability multitask and achieve deadlines
- Detail oriented and problem solving skills

PUBLIC ENGAGEMENT COORDINATOR

The Public Engagement Coordinator will play an active role in the research, development and implementation of Springboard's public engagement strategy, connecting the local community and broader citizens of Calgary to accessible programming through media outreach strategies and coordination of events and special programming.

RESPONSIBILITIES

- Assist in the planning of, and attendance of Springboard community events, productions and initiatives, developing an audience and communicating our programming
- Coordinate special public engagement events
- Research and creation of engagement documents and print marketing assets
- Develop relationships and cross promotions with community groups, partners and like-minded community organizations.
- Assist in communications with event partners, renters, audiences, city event liaisons, community members, and artists.
- Assist in research, development, implementation, and monitoring of all social media platforms
- Actively post to social media platforms, providing valuable information to our followers about our programming, local arts, community and partner initiatives.
- Capture and report through the appropriate social platforms, visual and textual stories to support and raise awareness of Springboard programming.

INTERNSHIP SPECIFIC QUALIFICATIONS

- Passion for digital marketing and social media
- Graphic design skills
- Creative writing, storytelling skills
- Proficiency in the use of online distribution and social media platforms (Mailchimp, Facebook, Twitter, Instagram).
- Please include graphic design, social media and/or website examples with resume.

CULTURAL PROGRAMMING PRODUCTION ASSISTANT

The Cultural Programming Production Assistant will play an active role in the execution of logistical planning and production of Springboard programming inclusive of Fluid Fest, Signature Dance Presentation Series, and Interrarium Residency and Training Program.

RESPONSIBILITIES

- Maintain Fluid Festival and Signature Dance Series and Interrarium master calendar and production schedule
- Assist in neighborhood site-specific programming contracts
- Assist with coordination of itineraries, accommodations and technical schedules
- Liaise with venue partners and sponsors
- Act as a liaison between artists and operations team
- Volunteer outreach, coordination, and training
- Assist in equipment rentals and acquisition of licenses

INTERNSHIP SPECIFIC QUALIFICATIONS

- Technical production and/or stage management experience an asset
- Organizational mind and passion for logistical planning
- Valid driver's license and own transportation an asset
- The ability to work at our cSPACE King Edward Office, remotely as well as evenings and weekends at event locations.