



Summer Education Assistant

Posting Closes: Tuesday, May 20, 2025

Overview

Grindstone Theatre is seeking an Education Assistant for 20+ hours per week. We are looking for someone with administration and education experience to help the Education Manager facilitate the summer camps and workshops at The Grindstone Theatre School. This job will include assisting the Education Manager in supervising the summer camps, classes, workshops and festivals. It also involves communicating with parents, students and instructors, reviewing administrative documents and completing outreach at each of our summer festivals and other summer events. Applicants must be self-starters and able to self manage their time, workload and other responsibilities.

If you are passionate about theatre arts, have a background in Theatrical Education or social media and are able to manage and solve problems on the fly - we think you would be a great fit!

RESPONSIBILITIES AND QUALIFICATIONS

Responsibilities:

- Be knowledgeable and informed about all programs offered through Grindstone Theatre School
- Communicate with instructors, students and Education Team regularly
- Give daily updates of tasks completed to the Education Manager and team
- Assist in producing showcases and communicate with instructors for tech and showcase needs
- Follow and uphold Theatre School Policies
- Complete outreach at any summer festivals or events
 - Be able to sell or promote our ongoing and upcoming programs to any interested parties
- Assist with set up, tear down and front of house for Grindstone Festivals (Comedy Fest & Fringe)

- Help the Education Manager in creating content and managing the social media for The Grindstone Theatre School
- Administrative duties such as reviewing any documents created by the Education Team, keeping up with correspondence, any additional duties as assigned
- Be available and present for the run of camps, classes, workshops, and festivals
- Be the site contact while programs are in session (to be split between the Education Team)
- Assist the Education Manager with scheduling and contracting Studio Rental inquiries
- Assist the Education Manager with Marketing campaigns
- Help create and send education newsletters and e-blasts
- Assist the Education Manager with website updates and student registrations
- Respond to student inquiries
- Other duties as required

Qualifications:

- High School Diploma
- 1 year of admin experience (experience in Fine Arts Education Administration is an asset)
- General knowledge of theatre practice
- Experience with Wix is an asset
- Experience in fundraising is an asset
- Strong interpersonal and customer relations skills. Ability to create and sustain positive working relationships with theatre companies and staff
- Strong organizational and time management skills
- Demonstrates attention to detail with the ability to manage competing priorities at work
- Self-directed with the ability to take initiative
- The Summer Assistant **MUST** be available for the following dates:
 - Start Date: Tuesday June 17, 2025
 - Classes: Monday June 23, 2025
 - Classes: Wednesday June 25, 2025
 - Classes: Thursday June 26, 2025
 - Comedy Fest: July 2 - 6, 2025
 - Tentative Workshops (TBD):



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- ❑ Camps: July 7-11, July 14-18, July 21-25, July 28 - August 1, and August 5-8, 2025 (please see the attached schedule for more information)
- ❑ Showcases: August 6th and August 7th, 2025
- ❑ Edmonton Fringe Festival: August 15 - 25, 2025
- ❑ Final Day: TBD based on hours left

POSITION DETAILS

Schedule/Wage:

- ❑ Wage is \$18.50/hour based on Canada Summer Jobs Grant
 - ❑ Must be 30 years old or under to qualify for the grant
- ❑ 20 hours per week
- ❑ Mixed availability - partial day times and partial evening and weekends

To apply, please send a Cover letter & Resume to Jules Pepin at jpepin@grindstonetheatre.ca.

Please note "Summer Education Assistant" in the subject line. No phone calls please.