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**JOB POSTING**

**Administrative Trainee**

**Contract: 17 Weeks**

**Start Date: May 6, 2024**

The Centre for Indigenous Theatre exists to provide theatrical training informed by traditional artistic expression, teaching and values, while creating an environment that encourages cultural exchange of practices and techniques between Indigenous Nations and communities.

The Centre for Indigenous Theatre embraces the spirit, energy and inspiration derived from the culture, values, and traditions of Indigenous people. From these roots, we seek to elaborate a contemporary Indigenous performance culture through training and professional development opportunities for emerging and established Indigenous theatre artists.

**Duties:**

Are you ready to jump on board with an exciting Administrative Trainee position?

CIT seeks a Summer Student who will become a valuable team member for the organization’s preparation of the 2024/2025 school year as well as the ongoing needs of the organization. The Summer Student will help support administrative tasks and work collaboratively with the Administration and Artistic team while upholding the organization’s mandate.

Under the supervision of the Managing Director, the successful candidate will take a critical role in CIT’s administrative support including: working towards accomplishing organizational goals, assisting with fundraising research, aiding students with funding and grant applications, managing data on the file server with confidentiality and networking with organizations in view of establishing links and partnerships

The successful candidate will participate in organizational tasks and initiatives meant to develop and deliver the highest level of Indigenous cultural programming:

* Work collaboratively with the CIT staff to accomplish organizational, artistic and programming goals and meet deadlines
* Assist with the costing and procurement of materials and services
* Assist with fundraising research, opportunities and goals
* Outreach duties including assisting potential students with funding and grant applications
* Assist with developing partnerships with Indigenous organizations
* Attend weekly staff meetings
* Prepare communications documentations such as writing for grants, various purpose letters and other pertinent documents
* Working remotely on CIT’s file server
* Network with other organizations in view of establishing links and partnerships
* Keeping a living record of administrative records while working off-sight
* Attend staff training courses for continuous professional development
* Prepare daily and weekly progress reports to track tasks accomplished
* Other duties as required

**Required Skills & Experience:**

* Project management and organization skills
* Research & development skills
* Strong communication and interpersonal skills
* Customer service expertise
* Able to work calmly under pressure
* Ability to work in a remote, virtual environment
* Willingness to pitch in & self-motivation
* Punctuality considered an asset
* Available to work evenings and weekends where necessary
* Proficiency using MS Office
* Capability of learning new office technology to accommodate organization sustainability
* Ability and desire to work with Indigenous community in a culturally sensitive manner

**Email your cover letter and resume to:** [**managingdirector@indigenoustheatre.com**](mailto:managingdirector@indigenoustheatre.com)

**No telephone calls please.**

**Applicants must be registered with Miziwe Biik Aboriginal Employment and Training. Applicants must also be returning to their post-secondary institutions.**

**Deadline: April 12th at 5:00 pm**

**The Centre for Indigenous Theatre wishes to acknowledge that this position has been made possible through funding provided by Miziwe Biik and Service Canada.**

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