

Living Arts Centre Co-op P.L.A.Y. Project Assistant

One Position Available

Work Term: February – June 2019

Preferred Schedule: Sunday through Thursday

*** We are seeking a 2 credit co-op student with occasional Sunday availability**

Must be able to attend evening rehearsals and performances May 1 – 4

The Centre seeks a creative and enthusiastic individual to assist with the P.L.A.Y. Project Youth Theatre Company within the Studio Arts, Education & Outreach department. Co-op students work with staff and the production directors, helping to ensure the smooth operation and preparation of the P.L.A.Y. Project's final production. This is an excellent opportunity for anyone interested in pursuing a career in theatre, stage management, or set design.

Responsibilities Include:

- Assist with program administration including the preparation and organization of cast lists and production information
- Facilitate set and prop construction
- Assist in the development of production programs
- Organize and inventory props and costumes
- Office administration, including data entry, program research and preparing marketing materials
- Assisting the Studio Arts, Education & Outreach team in various program specific projects

Description of Ideal Candidate:

- Passionate about visual and performing arts
- Visual arts abilities (i.e. painting, sculpture, drawing)
- Mature, well organized, with an attention to detail
- Enjoys working with children and youth
- Able to work independently or as a team
- Strong communication skills and initiative
- SHSM program is an asset

Final placement is conditional upon receipt of a Police Records Check that is acceptable to the Living Arts Centre.

Teacher Information: Please submit applications by **Wednesday November 21st, 2018.**

Contact:

Ann-Marie Pottinger
Experiential Learning/Co-op
Instructional Resource Teacher
Peel District School Board
(905) 890-1099 Ext. 2441
annmarie.pottinger@peelsb.com

Mike Difilippo
Consultant – Experiential Learning
Dufferin-Peel Catholic District School Board
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mike.difilippo@dpccdsb.org

Living Arts Centre Co-operative Education Application Form

Student Information

Desired Position: _____

Student Name: _____

Home Phone: _____

Cell Phone: _____

Do you have voicemail messaging? YES NO

Do you have text messaging? YES NO

Student Email Address: _____

Preferred Communication Method: _____

Are you a Specialist High Skills Major student? YES NO

If so, in which program? _____

School Board: Dufferin-Peel Catholic DSB Peel DSB

School Name: _____

Teacher Information

Co-op Teacher's Name: _____

Email Address: _____

Phone: _____ Ext. _____

Preferred Communication Method: _____

Application Checklist

- Application Form (above)
- Teacher Reference
- Cover Letter
- Current Résumé

Teacher Reference Form

Student Name: _____

Please rank the student on a scale of 1 to 5, with 5 being the highest ranking:

Accountability – Takes responsibility for their actions, behaviour, and language:

1 2 3 4 5

Initiative – Ability to recognize when work needs to be completed and begins tasks without being asked:

1 2 3 4 5

Collaboration – Ability to work with peers on a task, project, and/or problem:

1 2 3 4 5

Reliability – Follows through when asked to complete tasks:

1 2 3 4 5

Resiliency – Ability to overcome challenges and rise to the occasion when required:

1 2 3 4 5

Please outline why you believe this student would thrive in a co-op placement at the Living Arts Centre.

Teacher's Name (please print)

Subject

Signature

Telephone Number