



### **DRAYTON ENTERTAINMENT DESCRIPTION**

Drayton Entertainment is a registered, not-for-profit charitable organization and one of Canada's most successful professional theatre companies. We present the finest in live theatre for all ages at seven unique venues across Ontario: the Drayton Festival Theatre in Drayton, Huron Country Playhouse (Mainstage and South Huron Stage) in Grand Bend, King's Wharf Theatre in Penetanguishene, St. Jacobs Country Playhouse and Hildebrand Schoolhouse Theatre in St. Jacobs, and the Hamilton Family Theatre Cambridge. We also operate a Youth Academy in Waterloo.

Drayton Entertainment is committed to inclusion and diversity in hiring, and encourages all qualified candidates to apply without regard to age, disability, ethno-cultural identity, sexual orientation, gender identity, or any other historically underrepresented and marginalized identities.

Drayton Entertainment is committed to providing all workers with a barrier free work environment free of discrimination and harassment. If reasonable accommodation is needed to participate in the employment selection process, please reach out directly to Natasha Hopf, Director of Human Resources, at [natasha@draytonentertainment.com](mailto:natasha@draytonentertainment.com) or 519-621-5511 ext.240 so that we may provide assistance.

### **DRAYTON ENTERTAINMENT YOUTH ACADEMY MISSION**

The Drayton Entertainment offers arts education through the training hub of its state-of-the-art training facility. Its mission is to provide performing and technical arts training opportunities anchored in the Drayton Entertainment brand of live theatre excellence, facilitated by professional industry mentors. It is committed to generational change and aims to dismantle the financial, cultural and physical barriers that have traditionally existed in arts education.

### **ADMINISTRATIVE ASSISTANT, DRAYTON ENTERTAINMENT YOUTH ACADEMY**

Reports to General Manager, Drayton Entertainment Youth Academy

Function The Administrative Assistant is someone with general business knowledge and has a desire to apply those skills to arts education. They will work in partnership with the Director of Education and General Manager to support the Youth Academy in all tasks related to general day to day operations.

Duties and responsibilities shall include but not be limited to:

- Acting as an ambassador for the Drayton Entertainment Youth Academy.
- Communicating with parents, staff, Academy instructors, and the general public through email, phone, and website communication.
- Managing the Youth Academy email and responding to inquiries in an efficient and professional manner.
- Drafting and executing communication to parents and program participants on a regular basis.
- Preparing materials for session classes and camps. Including, but not limited to, printing sheet music and scenes, assembling duotangs, formatting program schedules, creating labels and nametags, updating enrollment details, and creating sign-in sheets.
- Assisting with the collection of materials and information for the Academy website.

- Building and maintaining programs for sale in Jackrabbit, the Academy booking software.
- Facilitating transactions and payment communications, including accounts receivable, invoices, and receipts.
- Handling student enrollment and managing class transfers, drops, and credits.
- Managing inventory and sale of Drayton Entertainment Youth Academy merchandise.
- Assisting with Youth Academy audition administration; maintaining audition materials, creating sign-in forms, communicating with parents and sending acceptance and rejection emails.
- Other related duties as assigned.

#### **Required Skills and Qualifications**

- Strong interpersonal skills.
- Previous customer service experience, confident attitude, and professional demeanour.
- Strong writing and editing skills, with particular attention to accurate spelling and grammar.
- Knowledge of theatre and the performing arts industry is an asset.
- Knowledge of Jackrabbit Class, or a similar booking software is an asset, but not required.

**Term:** Full-time (37.5 hours/week); Immediate Start.

**Salary:** \$40,000 per annum

#### **Additional Information**

*This is an in-person, onsite position based at the Drayton Entertainment Youth Academy in **Waterloo, ON.***

*Individuals required to work onsite must provide proof of COVID-19 vaccination in accordance with Drayton Entertainment's COVID-19 Vaccination Policy. Accommodations may be requested due to medical exemption.*

For consideration, interested candidates should respond with Cover Letter & CV by **August 2, 2024** to:

Natasha Hopf

General Manager, Drayton Entertainment Youth Academy

Email: [natasha@draytonentertainment.com](mailto:natasha@draytonentertainment.com)

**\*Please reference the job title in your email subject line and cover letter**

We thank all applicants for their interest; however only those selected for an interview will be contacted.