

JOB TITLE: Project Development Assistant, Tech Call NL

JOB DESCRIPTION

Tech Call NL is an engagement program focused on strengthening the live performing arts technical workforce sector in Newfoundland and Labrador. The team consists of Memorial University, Grenfell Campus faculty and performance professionals in St. John's, NL with an interest in live arts technical theatre and design. The location of this position is flexible; the chosen candidate may work online or in person in St. John's or Corner Brook. This position will report to the Principal Investigators of the Tech Call NL team in St. John's and at MUN, Grenfell Campus and will also work closely with other members of the team, including community partners in St. John's or online. This is a part-time summer student role working 20 hrs/week for 12 weeks. The hourly base rate of pay is \$18.25, as per Memorial University's Student Employment Rate. The start date is June 2, 2025 (flexible).

RESPONSIBILITIES

Work with MUN, Grenfell Campus faculty and community live performing arts partners to prepare logistics and deliver live arts technician engagement activities in St John's and/or online; connect with live arts organizations and technical workers to gather knowledge for and aid in program design, database development and questionnaire creation; assist with reporting tasks; assist various team leaders with administrative paperwork; and other duties as requested/required reasonable to the scope of the position.

REQUIREMENTS/QUALIFICATIONS

Some post-secondary education in a social science or applied psychological field is preferred; education or experience in live performance arts, particularly in technical fields, is a bonus but not required.

Experience organizing program development and/or engagement activities or events.

Experience with questionnaire/survey development.

Ability to work some afternoon hours as required for engagement events.

Working knowledge of Microsoft Office, Internet applications, and ability to learn new software.

Ability to work both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing program.

Ability to be naturally organized and independently motivated with strong project coordination skills.

Strong interpersonal and communication skills, both written and verbal.

Ability to take initiative and problem solve; and ensure confidentiality, diplomacy and tact.

SKILLS AND EXPERIENCE THE SUCCESSFUL CANDIDATE WILL GAIN:

Interpersonal skills, working in a team environment; communication, problem solving and organizational skills; administrative skills; program development skills; and experience working in a professional environment.

Application Material Required: Cover Letter and Resume

Application Procedure: Email Cover Letter and Resume to Prof. Renate Pohl at t26rp@mun.ca

Application Deadline: April 2, 2025

This project is supported by Memorial's Public Engagement Accelerator Fund and Arts and Culture Centres NL.