

JOB POSTING: PRODUCTION ASSISTANT

Employer/Program Description

Vancouver is a City of Reconciliation, sitting on the unceded homelands of the Musqueam, Squamish and Tsleil-Waututh First Nations. The City of Vancouver is building stronger relations with these Host Nations and local Aboriginal and Métis organizations through an expanding number of cultural partnerships.

Vancouver is using the opportunity of Canada's 150th anniversary in 2017 to stage "Strengthening our Relations: Vancouver Commemorates Canada's 150+" (Canada 150+), where Canada's many cultures – Musqueam, Squamish, and Tsleil-Waututh First Nations, Urban Aboriginal, Inuit and Métis communities, settlers, newcomers and visitors – will learn, connect, and celebrate in an array of cultural activities and larger-scale festivities.

The Aboriginal Production Apprentice Program will train, place, and employ select applicants in order to give them experience as Production Assistants to receive exposure in Event Production - an in demand sector in the workplace today. Currently, priority skills are required in the presentation of Theatre, Concert, Film and Special Events in Vancouver and throughout the lower mainland.

Job Description

Reporting to the Production Manager, the Production Assistant will assist in the production and presentation of Canada 150+, which will include the following Signature Activities:

- Gathering of Canoes
- The Drum is Calling: Festival of Contemporary Indigenous Arts & Culture
- Large-scale Walk for Reconciliation
- An array of other performances, exhibitions, events and gatherings throughout the year

Duties Include (but are not limited to):

- Implementation of all programming
- Assisting Canada 150+ staff and suppliers as required
- Assisting performers and stage crews as required
- Assisting production drivers with pick-ups and drop offs of various items
- Assisting with the set-up, organization, and operation of site locales
- Aiding in the set-up and changeovers of stages if required
- Setting up tables and chairs
- Providing support to Signature Activities' marketing and social media campaign
- Keeping the Production Office and surrounding area clean and tidy
- Treating all performers, crew, and volunteers in a respectful and courteous manner
- Various other tasks as needed
- Writing and submitting a final report

Qualifications

- A positive attitude and love of the arts
- Willingness to work evenings and weekends
- Ability to lift 50 pounds
- A respect for Indigenous traditions and an open mind to work in a cross cultural environment

Training:

The Aboriginal Production Apprentice Program is a unique program where training will be provided—for those interested in a career in the entertainment industry—to fulfill the role of Production Assistant. The applicant will have the chance to explore various event production roles such as Lighting, Audio, Video, Carpentry, Rigging, Front of House, Marketing & Communications, and Stage Management.

Training will be provided in the following ways:

- Classroom style – Occupational First Aid
- Online – WHMIS/Safety Awareness
- Workshops – taught by select mentors
- Practical Application

The intention of this program is for the participant to have an opportunity to practice some of the related job functions in a controlled and supervised real life setting. Potential technical outcomes may include: working knowledge of lighting and audio equipment, ability to hang, focus and trouble shoot a light with confidence, an understanding of power and electricity as it relates to theatrical performance, minor carpentry skills, and ability to read and understand drawings, including lighting plots, audio signal flow diagrams and construction drawings. Other potential outcomes may include working knowledge of event planning, audience services, and marketing campaigns.

Requirements:

Must self-identify as First Nations, Inuit, or Métis and be living in the Lower Mainland. Open to all ages.

Employment Dates:

Employment will be temporary full time. Approximately 35 hours a week May 15 – Aug 25, 2017.

Rate of Pay: \$22.53/hour **Number of Apprentices:** Space will be limited to 8 successful applicants.

How to Apply:

Applicants must indicate a high degree of commitment to pursuing a professional career in event production and the performing arts. Evaluation criteria will be based on interest in program, experience to date, and career goals.

STEP 1: Register in person with ACCESS (<http://www.accessfutures.com/>) at any one of three locations: 110 - 1607 East Hastings Street or 390 Main Street: Vancouver; or 10757 138 Street, Surrey.

STEP 2: Email your cover letter and CV to:

Diane Blunt, Production Manager

Vancouver Commemorates Canada 150+

Email: diane.blunt@vancouver.ca

Please indicate in your cover letter where you heard of this opportunity.

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

Deadline: Applications must be received on or before March 31, 2017 at 5pm.

The year-long Strengthening our Relations project is one of Vancouver's responses to the Truth and Reconciliation Commission's Calls to Action: to use Canada's 150th anniversary as a time for Indigenous recognition and celebration with all Vancouverites.

The City of Vancouver has created a new **Aboriginal Production Apprentice Program** (APAP) for people who self-identify as First Nations, Urban Aboriginal, Inuit or Métis and reside in the City of Vancouver or the Musqueam, Squamish or Tsleil-Waututh First Nations. The program is a key part of Strengthening our Relations: Canada 150+. In spring 2017, an open call will be issued for up to eight apprentices who will receive paid, Living Wage employment—over the course of 12 weeks—to include production training, on-the-job mentoring and paid professional work experience during the Canada 150+ signature events.

The City of Vancouver seeks sponsors, funders, partners and supporters—including employers and mentors—to join with us in this innovative Canada 150+ initiative and leave a human resource legacy in Vancouver's Indigenous community and cultural sector. For prospective employers, this is an opportunity to train and employ a potential new team member at no cost. The City of Vancouver will pay Apprentices directly for 12 weeks of training and employment.

Background:

Vancouver sits on the unceded homelands of the Musqueam, Squamish and Tsleil-Waututh Nations who have lived on these lands for thousands of years. Vancouver is a City of Reconciliation and is building stronger relations with these local nations through an expanding number of cultural partnerships, including a civic celebration of Canada's 150th anniversary in 2017.

Our Mandate:

To stage Strengthening our Relations: Vancouver Commemorates Canada's 150+, where Canada's many cultures – Musqueam, Squamish, and Tsleil-Waututh First Nations, Urban Aboriginal, Inuit and Métis communities, settlers, newcomers and visitors—will learn, connect, and celebrate in cultural activities and large-scale signature programming, including:

- Gathering of Canoes
- Festival of Traditional and Contemporary Indigenous Arts & Culture
- Walk for Reconciliation
- An array of other performances, exhibitions, events festivals and feasts throughout the year

Goals and Objectives:

- Offer 12 weeks of paid employment for up to 8 people
 - Reduce barriers to employment and provide practical, employable skills for Apprentices
 - Widen professional network in the theatre, concert, film or special events industries
 - Support professional development and experience for Indigenous people who want to transition into or are already working in the cultural sector
 - Enhance and share traditional Aboriginal values in a hands-on training environment
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Program Summary:

The **Aboriginal Production Apprentice Program** (APAP) is integrated into Vancouver's Canada 150+ programming and is a measurable action of both the Healthy City Strategy Action Plan (to increase employment opportunities in the City and other organizations for First Nations and Aboriginal people) and the City of Reconciliation Framework (to advance Indigenous and non-Indigenous awareness, knowledge, and capacity).

The APAP is a pilot employment program in which the City of Vancouver will screen, train, place, and pay up to eight Apprentices to be compensated at or above Metro Vancouver's Living Wage rate of \$22.53. The program will give Apprentices experience and exposure to Event Production—an in-demand sector in the workplace today. Currently, priority skills are required in the presentation of theatre, concert, film and special events in Vancouver and throughout the Lower Mainland.

It is understood that each employer partner will have individualized needs. The Apprentices' experience and interests will be matched to those employer needs.

The 12-week program has four components:

1. As a group, Apprentices will meet each other, be introduced to Aboriginal and Métis Elders and Mentors, obtain Occupational First Aid and WHIMIS certificates, and gain other valuable job skills.
2. Apprentices will then be deployed to work placements with employer partners in their area of interest and train with professional mentors. Production Apprentices may include the following areas: Lighting, Audio, Video, Carpentry, Rigging, Front of House, Marketing & Communications, Event Planning and Stage Management.
3. Apprentices will use their training and experience to join Vancouver's Canada 150+ team in relevant Production positions on one or two of the Canada 150+ signature activities in July 2017.
4. Apprentices will meet together regularly to share on-the-job experiences, deepen connection with traditional Aboriginal values with teachings from Aboriginal Elders, and network with civic cultural staff.

Once employer partners are identified, the recruitment process will begin with an open call for Apprentices in spring 2017. Postings will be placed at Friendship and Employment centers, Educational Institutions, cultural and community organizations, and at the Musqueam, Squamish and Tsleil-Waututh First Nations and Lower Mainland Regional Office of Métis Nation BC. The City of Vancouver's social media assets will also be used to share this unique opportunity as widely as possible.

To discuss your organization's participation in the **Aboriginal Production Apprentice Program** contact:

Diane Blunt, Production Manager
Vancouver Commemorates Canada 150+
Phone: 604-871-6446
Email: diane.blunt@vancouver.ca