

MOCEAN DANCE

Mocean Dance Administrative/Creative Assistant (2 positions)

Deadline to apply: May 27, 2024, midnight

The Administrative/Creative Assistant will work closely with the Co-Artistic Directors and Communications Associate to support day-to-day operations and project and production planning for our season's artistic activities.

Tasks may include: project and production management; communications and marketing planning for our season programming; archiving and office organization; and administrative tasks related to artistic programming.

The potential candidate will have the opportunity to have weekly studio hours. This can be used for creation of a new work, development of artistic practice and other creative modalities.

This position is aimed at **emerging dance or movement-based artists to develop and expand their creative practice while gaining administrative and career development skills** for working in the non-profit performing arts sector. We strive to make this a valuable experience for the candidate and enthusiastically welcome suggestions on how to expand and/or utilize their skill set based on their interests and career goals.

The Administrative/Creative Assistant will gain hands-on experience of what's involved in running a not-for-profit dance organization. Skills gained are directly transferable to maintaining a successful career in the performing arts or working in the not-for-profit sector.

Mocean values candidates who look forward to taking on an active role, are excited to learn on the job, and have a passion for the arts. This is a term position running for six weeks between July 22-August 30.

We welcome and strongly encourage people identifying with intersecting identities to apply. This includes Indigenous people, LGBTQ+ & Two-Spirit people, Black people, people of colour, and people with disabilities.

Duties & Responsibilities:

- Self-directed studio hours for creation projects, studio practice, creative planning, and/or cultivating personal career goals.
- Assist with organizing and archiving company materials.
- Assist with content creation, social media planning, and website updating.
- Assist with updating marketing materials for the upcoming season.
- Assist with office administration in database entry and updates for key artistic projects
- Assist with project/production planning and implementation including research, logistics, scheduling, contracting, coordination, marketing and communication.
- Other duties as required

Other Requirements include:

- Excellent verbal & written communication skills
- Capable of working highly independently & collaboratively
- Good working knowledge of Microsoft & Google Suite
- Interest in working in the nonprofit arts and culture sector
- Desire to excel in arts sector and gain tangible operations experience
- Knowledge and/or experience with: dance, inclusion and diversity training, videography and editing skills, or knowledge of both written and spoken French, are all considered assets.

Benefits to the Candidate:

- Gain tangible project and production management experience
- Learn a breadth of not-for-profit arts management skills
- Build relationships with the professional dance community
- Develop a personal creative project

Eligibility: This position is made possible via the **Canada Summer Jobs Program**. To qualify for this position candidates must be between the ages of 15 and 30 at the start of employment, be a permanent resident of Canada and legally entitled to work in Nova Scotia.

Location: The work will take place at various places including Mocean office (5676 Sebastian Street, Halifax), Halifax Dance, with the possibility of working from home when appropriate. The candidate will need to have access to a computer and internet connection.

To apply please send a resume and cover letter to

Sam Penner, Communications and Administrative Associate, Mocean Dance.

Email: communications@moceandance.com

Your cover letter should also include:

- The nature of the creative activities you are interested in exploring as part of the designated studio hours;
- What types of administrative and artist skills you can bring to the position and what types of skills and support you wish to gain;

Co-Application: Applicants wishing to collaborate on creative activities, may co-apply for the two Administrative/Creative Assistant positions. Please include one cover letter describing questions above, and resumes for both applicants.

Position Details:

30 hr/week at \$21/hour, for 6 weeks

Start date: July 22, 2024

Deadline to apply: May 27, 2024

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

Mocean Dance creates, collaborates, and performs in Mi'kma'ki, the ancestral home and unceded territory of the Mi'kmaq people. We have gratitude for this land, and respect and appreciation for its many generations of caretakers. As an organization, we commit to learning what it means to be Treaty People who move forward together in peace and friendship.