

# Summer Jobs for Students

Sarasvati Productions is hiring two summer students through the Canada Summer Jobs Program. The individuals must be youth (under 30 years of age) and returning to full-time studies at a recognized institution in the fall. Both positions are for 30 hours a week for the full summer and we are particularly interested in candidates who would like to continue with part-time work in the fall; the wage is \$10.50/hour. Below are descriptions of the two positions.

## **Production Assistant**

This individual will assist with the management of production elements for Sarasvati Productions' upcoming projects including FemFest, Sarasvati Productions theatre festival dedicated to women playwrights and a fall tour. Tasks will include: liaising with production team members, artists and presenting companies; creating schedules; maintaining paperwork and undertaking administrative tasks; coordinating meetings; sourcing production requirements and recruiting volunteers. Strong communication, organizational, coordination and computer skills required. Theatre experience is a definite asset.

## **Marketing and Community Outreach Assistant**

This individual will assist with the marketing and community outreach work for Sarasvati Productions' upcoming projects, including FemFest (a festival of one-act plays by women). Tasks will include: communication with media, partner organizations, target audience groups, schools, community groups, and advertising outlets to pursue possible promotional opportunities; creating communications tools and promotional materials, including snail mail and e-mail campaigns; as well as booking school performances. In addition the student will coordinate promotional work, while exploring ways to reach out to under-represented communities. In conjunction with marketing tasks, the student will assist in the pursuit of media sponsorship and advertising dollars. Strong organizational, communication and computer skills are required with particular familiarity in Photoshop, In Design, Microsoft Publisher and Excel databases, as well as with on-line social media. Experience in marketing and/or development is an asset.

For more information on the company please visit our website – [www.sarasvati.ca](http://www.sarasvati.ca). To apply for either position please forward your resume and cover letter **by e-mail only** to [info@sarasvati.ca](mailto:info@sarasvati.ca).

The positions are dependent on funding, but we hope to start both roles on May 14<sup>th</sup>.

Application deadline: April 30<sup>th</sup>.

For questions or information contact Hope McIntyre at [info@sarasvati.ca](mailto:info@sarasvati.ca) or (204) 586-2236.

## **About Sarasvati Productions:**

*Sarasvati Dramatic Theatre Productions and Repertory Inc. (founded in Winnipeg in 2000) seeks to inspire artists and audiences through the use of theatre and to provide a place where artists can develop and showcase their skills, and celebrate their creativity.*