

# Royal Manitoba Theatre Centre Assistants

**Application Deadline: March 31, 2024**

**Interviews / Auditions: April 29-May 3, 2023**

The assistant position is a **job opportunity for early career professional artists and craftspeople** which allows for exploring and enhancing their artistic practice, production-specific mentoring by a professional artist in their field, and making a tangible contribution to a Royal MTC production. Mid-career and established artists transitioning to directing from another role may also apply.

## Eligible assistants must:

- Be Canadian citizens or landed immigrants
- Be residents of Manitoba
- Have graduated from an accredited post-secondary theatre training program, or show equivalent experience
- Be 100% available for the 3.5 weeks of build/rehearsal and some pre-production meetings/research prior to the production chosen
- Eligible designers must be:
  - Able to read drawings, patterns, plots as applicable
  - Familiar with the tools and materials in their area of design

**Ideally** candidates will have at least 3 years of demonstrated professional experience, and set/lighting designers be able to use CAD (Vectorworks or AutoCAD).

The application and all supporting materials must be submitted together by the deadline. Incomplete applications will not be considered.

## Items of Note for Assistant Applicants

Submitting an application does not guarantee you will receive an assistant position. Having received an assistant position in the past does not guarantee you will receive one again.

Assistants will receive a fee of \$3000.

An assistant working on a co-production would be required for Royal MTC/Winnipeg-specific involvement only. In the case that the assistant would like to assist with the partnering theatre as well, they are responsible for getting approval from that theatre and professional they are working with, as well as their own travel and accommodation.

The Royal Manitoba Theatre Centre is committed to equity and inclusion. We encourage submissions from diverse artists who self-identify as equity-deserving candidates.

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## Assessment Process

Applications must be submitted by email to [artistic@royalmtc.ca](mailto:artistic@royalmtc.ca) no later than **March 31, 2024** with the subject line **Assistant Application [First Name] [Last Name]**.

The selection committee will review the application package with special attention to the artist's demonstrated level of commitment, previous experience, training and accomplishments, and career goals.

The Artistic team will book interviews with selected applicants. After the interview stage, the professional the assistant would be working with will also review the recommended application and has final approval. Specific duties of accepted assistants will depend on the particular needs of the production.

We expect to announce decisions by email in early June. The names of unsuccessful applicants are not released.

## Additional Information

Royal MTC is committed to protecting the privacy of assistant position applicants and recipients. Royal MTC collects, uses and retains your personal information to:

- publish lists of recipients in our annual report or any edition of our published programme (*Ovation*)
- report to our stakeholders on our own activities
- maintain archival records of applicants and recipients
- provide you with information and invite you to contribute or participate in our fundraising campaigns, events and programs
- maintain adequate accounting and tax records
- meet any legal governmental or regulatory requirements
- protect the interests of you and Royal MTC

By accepting our support, we hope that you will retain your ties to Royal MTC and keep us informed of your development on an ongoing basis.

If you have questions or face barriers in completing this application, please contact

Melissa Langdon

[artistic@royalmtc.ca](mailto:artistic@royalmtc.ca)

204-956-1340 extension 307

# Royal Manitoba Theatre Centre Assistants

## Application Form

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Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Artistic Discipline(s) (please check):

- |  |  |
|--|--|
| <input type="checkbox"/> Lighting Design | <input type="checkbox"/> Direction         |
| <input type="checkbox"/> Set Design      | <input type="checkbox"/> Musical Direction |
| <input type="checkbox"/> Costume Design  | <input type="checkbox"/> Choreography      |
| <input type="checkbox"/> Sound Design    | <input type="checkbox"/> Properties        |

Which production(s) would you like to, and are you available to work on? (see lists for the [Mainstage season](#) and the [Warehouse season](#) and go back approximately 4 weeks from opening for start date.) Please note we are **not** seeking assistants of any type for *The Play That Goes Wrong*, *Mix Tapes From My Mom*, or *Casey and Diana* and not seeking assistant designers for *The Recipe* (other disciplines welcome).

Have you received a Royal MTC scholarship, apprenticeship, or assistant position in the past? Yes  No

If yes, when and what? \_\_\_\_\_

Are you a CAEA member? Yes  No  Are you an ADC member? Yes  No

Relevant Training/Post-Secondary Institution Attended: \_\_\_\_\_

Location: \_\_\_\_\_ Program: \_\_\_\_\_

Length of Program: \_\_\_\_\_ Year of Completion: \_\_\_\_\_

Optional: If you self-identify as a member of an equity-deserving community, you may provide information here:

Declaration:

- I am a Canadian Citizen or a permanent resident of Canada.
- I am a resident of Manitoba.
- I have read and understand the eligibility criteria and guidelines
- I accept the conditions of Royal MTC's assistant program
- I have read and understand the "Additional Information" section.

I confirm that the statements in my application are true.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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Application Checklist (include this with your application)

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- Completed application form
- Introductory Statement (1-2 pages, paragraph format) including:
  - Artistic Statement (e.g., who are you, what's important to you, what do you do, why do you do it?)
  - Career goals
  - Outline the specific assistant position you wish to pursue and why
  - Highlight special skills and abilities you would bring to the position/production
- Resume or C.V.
- Letter of reference
- Portfolio - website link(s) or file-sharing (Dropbox, Drive, etc.) accepted  
Link here:

**Submit completed applications via email by March 31, with the subject line  
Assistant Application [First name] [Last name] to:  
artistic@royalmtc.ca**