

Royal Manitoba Theatre Centre Assistants



Application Deadline: April 3, 2020 Interviews: Apr 28, 30, May 1

For early career professional directors and designers looking for opportunities to explore / enhance their artistic practice through production specific mentoring by professional artists in their field. Mid-career and established artists transitioning to directing from another role are also welcome to apply.

Eligible assistants must be:

- Canadian citizens or landed immigrants
- Residents of Manitoba
- A graduate from an accredited post-secondary theatre training program
- AND / OR must have at least 3 years of demonstrated professional experience
- Must be 100% available for the 3.5 weeks of rehearsal and some pre-production meetings / research prior.
- Eligible designers must have the following:
 - Able to use either CAD or Vectorworks
 - Able to read set drawings
 - Familiar with the tools and materials in their area of design

Applying for an assistant position:

- Applications must include the items on the attached checklist.
- The application and all supporting materials must be submitted together by the deadline. Submission of a complete application that has sufficient information and is clear and concise is the responsibility of the applicant. Incomplete applications will not be considered.

Items of Note for Assistant Applicants

Applications must be submitted in person, by mail or email no later than **April 3, 2020**.

Submission of an application does not guarantee you will receive an assistant director/ designer position. Having received an assistant position in the past does not guarantee you will receive one again. The process is competitive. Artists will be eligible to assist up to a maximum of two productions.

Assistants will receive a fee of \$1600 and are encouraged to supplement that fee with professional development grants. Royal MTC will provide resources to appropriate art councils and a letter of support for the artist's funding applications. Implicit in our support is the hope that you will retain your ties to Royal MTC and keep us informed of your artistic development.

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

Assessment Process

Royal MTC will review the application with special attention to the artist's demonstrated level of commitment, previous experience, training and accomplishments, and career goals. Four assistants will be chosen annually. After the interview stage, acceptance is conditional upon the approval of the professional the applicant wishes to assist. Duties will depend on the particular needs of the director/ designer.

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; and to protect the interests of you and Royal MTC.

Royal Manitoba Theatre Centre Assistants



Application Form

Name: _____

Contact Information:

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Artistic Discipline (please check):

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

Identify the production(s) you would like to work on:

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

If yes, when? _____ Are you an ADC or CAEA member? Yes ☐ No ☐

Post-Secondary Institution Attended: _____ Location: _____

Program: _____

Length of Program: _____ Year of Graduation: _____

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 Checklists (include with your application)

- ☐ Completed application form
- ☐ Statement of career goals (1-2 pages, paragraph format)
 - ☐ Artistic Statement
 - ☐ How Royal MTC can help you obtain your goals
 - ☐ Outline the specific project you wish to pursue and why
 - ☐ State any special skills that you may bring to the project
- ☐ Resume or C.V.
- ☐ Letter of reference
- ☐ Portfolio or website link

Submit completed applications to:

Royal Manitoba Theatre Centre
Attention: Education and Community Engagement Manager
174 Market Avenue
Winnipeg, MB R3B 0P9

Additional Questions?

Email: eanciro@royalmtc.ca
Phone: (204) 934-0304

The Royal Manitoba Theatre Centre is committed to equity and inclusion.

We encourage submissions from diverse artists who self-identify as members of under-represented communities.