

**Design Assistant Program, 2021-2022 Season**

**Application Deadline: Friday June 25, 2021, 4 pm CT**

**Interviews: late June /early July 2021**

For the 2021-22 season, Royal MTC is seeking early career professional designers who are looking to explore and enhance their artistic practice through production-specific mentoring by professional artists in their field. There are three assistant designer placement opportunities in the 2021-22 season associated with Mainstage productions.

*Assistant and Apprentice Directing opportunities for the 2021-22 season are already committed to candidates who had their professional development plans interrupted by COVID. For the 2022-23 season, it is our intention to provide a full range of professional development opportunities (including Apprentices and Assistants). Calls for applications for these programs will be in Spring 2022.*

Eligible design assistants must be:

- Canadian citizens or landed immigrants
- Current residents of Manitoba

Required skills:

- Previous or related experience in their chosen area of Design (Set, Costume, Sound, or Lighting)
- Familiar with the tools and materials in their area of design

Helpful but not required:

- A degree or diploma from a post-secondary theatre training program AND / OR at least 3 years of demonstrated professional experience
- Able to use either CAD or Vector works
- Able to read set drawings

The application and all supporting materials must be submitted together; incomplete applications will not be considered.

Applications must be submitted by email only to Russell Martin, [rmartin@royalmtc.ca](mailto:rmartin@royalmtc.ca) no later than 4 pm CT on Friday June 25, 2022.

**SUPPLEMENTARY INFORMATION:**

**Items of Note for Assistant Applicants**

Submission of 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. For the 2021-22 season Assistants will receive a fee of \$3,000 and are expected to work exclusively on a single production at the Mainstage. They are expected to be as available as possible for pre-production meetings, the rehearsal schedule and tech week. An assistant working on a co-production with an out-of-Winnipeg theatre would only be required for Royal MTC dates. 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**

The selection committee (Artistic Director, Associate Artistic Director, Director of Production) will review the application package and supporting materials with special attention to the artist's previous experience, training and accomplishments, and career goals. Zoom interviews will be booked with selected applicants, which will be conducted by the selection committee. After the interview stage, acceptance is conditional upon the approval of the production / designer that the applicant wishes to assist. Duties will depend on the particular needs of the designer.

**Privacy**

Royal MTC is committed to protecting the privacy of assistant position applicants and recipients.

If you are a recipient of a Design Assistant position, 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

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

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

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

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

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

Design Discipline (please check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Set or Costume Design | <input type="checkbox"/> Lighting Design   |
| <input type="checkbox"/> Sound Design          | <input type="checkbox"/> Projection Design |

Identify the Mainstage 2021-22 production(s) you would like to work on:

\_\_\_\_\_

OPTIONAL: If you self-identify as a member of an equity-deserving community, please provide any information here:

\_\_\_\_\_

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

If yes, when? \_\_\_\_\_ Are you an ADC 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 "Supplementary Information" section.

I confirm that the statements in my application are true.

Signature: \_\_\_\_\_

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

Application Checklists (include with your application)

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- 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 - website link

**Submit completed applications via EMAIL by the deadline of 4 pm CT on Friday June 25, 2021 to:**

Russell Martin, Director of Production, [rmartin@royalmtc.ca](mailto:rmartin@royalmtc.ca)

**Additional Questions?**

[rmartin@royalmtc.ca](mailto:rmartin@royalmtc.ca) or phone: (204) 954-6401

*Royal Manitoba Theatre Centre is committed to equity and inclusion.  
We encourage and prioritize submissions from diverse artists who self-identify as members  
of equity deserving communities.*