

Tuesday, July 11th, 2023

Training: August 2023

Start Date: September 5, 2023

End Date: June 30, 2024

Job Posting: Administrative Assistant, Bravo Academy for the Performing Arts

About Bravo Academy

Since 2007 Bravo Academy for the Performing Arts has been a leader in performing arts education in Toronto. Founded by our Artistic Director, Melissa Bencic in 2007, we have since grown and moved into a new custom built state-of-the-art studio in North York in 2016, bringing in students come from all over the GTA and beyond. In just under 15 years, Bravo Academy has produced over 150 full musical productions, and have taught thousands of music theatre and private music students. Bravo Academy produces more productions annually than any youth performing arts school in Toronto, including 10-15 full musical productions and nearly 100 events like recitals, galas, concerts, and workshops. Bravo Academy for the Performing Arts is committed to the highest quality and innovative performing arts training for students of all ages and all skill levels in Toronto, Ontario. We are also proud to be a leader in virtual theatre for young artists, and have expanded our operations to include the production of eight fully-virtual musicals to date. Our New Musical Theatre Intensives (NMTI) focuses on developing contemporary Canadian musicals specifically for youth and teen, and training emerging artists while working on innovative and new musicals in development.

Job Description

Bravo Academy is seeking an **Administrative Assistant** to support our many programs and grow our student base. Reporting to the School Manager, Production Manager, and Artistic Director, the Administrative Assistant will take responsibility for managing new and existing clients, overseeing registration, sharing information about our programs, add strong knowledge and understanding of our programs and consult/assist clients with appropriate classes/programs/lessons, maintaining our state-of-the-art facility, and supporting production elements for our various events as needed. Production support & assistance will be overseen by the Production Manager, and may include but is not limited to organizing and building costume, set, and props for shows, front of house support, rehearsal scheduling & communication. The Administrative Assistant will also contribute to website maintenance, social media, marketing strategy, and front of house duties.

This is a part-time employee contract, between 15-20 hours per week beginning in mid to late August 2023. Additional hours may be required, pending organizational needs, and would be organized with advanced notice.

Responsibilities

- Answering phone and email
- Assist with managing communications between faculty, staff, and clients
- Receiving clients in a warm and welcoming manner
- Assist with managing accounts and processing payments
- Opening and closing facility for daily classes, ensuring the building is clean and well-maintained
- Working with the Production Manager to support areas of production for Group Musical Theatre Class Performances, Troupe Shows, Intensive Performances, and any other events hosted by Bravo Academy, as needed. This may include: assisting with building and/or organizing props, set, costumes; schedule organization and communications between staff and students; and front of house duties, including but not limited to ticket sales, concessions, and assistant stage management
- Posting school updates to Facebook, Instagram, and Twitter
- Delivering school-wide communications about upcoming programs, auditions, and performances
- Assist with creation and execution of seasonal marketing plans, including but not limited to social media and e-newsletters
- Updating and maintaining the school website, including posting class schedules

Requirements

- Familiarity with standard office software (Microsoft Suite, Google Suite, Zoom)
- Strong verbal and written communication skills
- Excellent collaborator, while also able to work independently as needed
- Knowledge of performing arts industry
- Highly organized and self-motivated
- Arts administration & education experience an asset
- Strong excel skills
- Photoshop/Adobe an asset, but not required
- Social media and HTML experience an asset, but not required
- Vulnerable sector check required
- Work hours (15-20 per week) within our hours of operation: Monday to Thursday, 1:00-10:00pm; Saturday & Sunday, 8:30am-5:00pm. Hours of operation may fluctuate throughout the year.

How to Apply

Submit a letter of interest and resume to Alyssa Pothier at jobs@bravoacademy.ca by Sunday, July 23, 2023. Please note "Administrative Assistant Application" as the subject line.

We thank all applications, but only candidates selected for an interview will be contacted.



Contact

Name: Alyssa Pothier, School Manager

Email: jobs@bravoacademy.ca

Website: www.bravoacademy.ca