



Production Assistant - Youth Singers of Calgary

We're looking for a highly organized and proactive **Production Assistant** to provide administrative and hands-on support to the Youth Singers of Calgary (YSC) production department. This role is a two-year contract.

As Production Assistant, you'll be part of the on-site and pre-event execution of approximately 100 productions a year. This role includes many facets of behind-the-scenes work required to execute YSC's programs and performances. You are someone who thrives in fast-paced environments and is looking to learn about both the technical and human sides of event production. You are a proactive and positive communicator and problem-solver, and ready to contribute to a collaborative, high-performance team culture.

Youth Singers of Calgary is a large community-based performing arts company for youth. We offer music and dance training in 15 different divisions to over 500 members aged 3.5 through youth and adults. Throughout the week and on weekends you will find one or more of our divisions rehearsing or holding classes. Each year, we produce 2 shows at the Jubilee Auditorium as well as a myriad of performances throughout the community.

We have an administrative team of 8, both full and part-time, as well as an artistic team of 50 part-time contractors composed of choral directors, choreographers, accompanists, theatre arts instructors, composers, arrangers, theatre technicians, and musicians.

Learn more about us at <http://youthsingers.org> and <http://youtube.com/YouthSingersCalgary>

Summary

- This is a two-year contract, requiring an average of 20 hours per week, reporting to the Production Manager
- Some weekend commitment is required for events and rehearsals during busy seasons, with the schedule to be coordinated with the Production Manager
- Work hours are adjusted to meet the needs of the organization.
- Compensation is \$18 to \$21 per hour depending on qualifications and experience of the successful candidate.
- This position is located in Calgary, Alberta: 1371 Hastings Crescent SE
- Start Date: August 25, 2025

Responsibilities

- Assist the Production Manager with various administrative tasks, including research, data entry, script preparation, and preparing show flows in Qlab
- Solicit new bookings and client relationships, and assist in drafting proposals and applications



- Assist in general production needs, including program and brochure preparation, packing and unpacking, maintaining inventory, lists, and records
- Represent YSC as the on-site point of contact for some events
- Pitch in occasionally in the set-up and teardown of audio, lighting, and staging for on-site events and in-house rehearsals and events
- Communicate clearly, respectfully, and professionally in all situations—especially under pressure

Skills & Qualifications

- Experience in a production, live events, sales, or arts administration role preferred
- Exceptional organizational and task management skills
- Comfortable working both independently and as part of a team in a multi-deadline environment
- Professional and reliable
- Strong verbal and written communication skills in English
- Ability to work flexible hours, including early mornings, late nights, weekends, and travel to venues as needed.
- Experience with Qlab
- Proficient with Canva and Google Suite
- Physically able to lift a minimum of 50 lbs and stand for extended periods
- Experience working with corporate clients, performers, youth, and venue staff is an asset
- Class 5 Driver's License

Apply

Please submit a cover letter and resume by midnight, MDT, Tuesday August 12, 2025 to Brianna Rudolfson, at hr@youthsingers.org.

The Youth Singers of Canada recognizes and values the richness of human diversity in its many forms. Upon request, YSC will make available reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance.

We thank all candidates for their interest. Only those selected for an interview will be contacted.