

Centaur Theatre Company

Seeks a seasonal Administrative Assistant for our 50th Anniversary season. The successful candidate is bilingual, has excellent administrative and organizational skills, (ideally in an arts environment) and 2-3 years of office experience.

Employment will be September 10th to May 25th 2019, 35 hours per week with occasional evening and weekend work.

Centaur Theatre is committed to an inclusive workplace and encourages all prospective applicants who self-identify as members of under-represented communities to submit.

Deadline for submission is August 8th. Qualified candidates will be contacted after August 13 and interviews will take place August 15 to 17th.

For more information please go to: <https://centaurtheatre.com/hr.html>
Submit your CV with cover letters to: gm@centaurtheatre.com