

**Production Assistant- Summer Opportunity**

**Job Opportunity**

**Who we are:**

iHuman Youth Society (“iHuman”) is a non-profit organization whose mission is to serve marginalized youth, promoting their inclusion in the community through crisis intervention, arts, mentorship, and life skills development programming.

iHuman embraces everyone. From cultivating a culture where all employees can bring their best selves to work to deploying diverse initiatives that support our youth, we’re doing what it takes to build a more equitable workplace and world.

**What we can offer you:**

Working at iHuman, you will work in a creative work environment to impact vulnerable and marginalized youth positively. We work within the values listed on our website: <https://ihuman.org/careers>

**About the Role:**

We are hiring up to three positions for the Production Assistant Summer role. Working with the iHuman team, the Production Assistant will help in any one of iHuman's art mentorship studios. The iHuman studios include Visual Arts, Theatre Arts, Culinary Arts, Fashion Arts, and Sound/Broadcasting Arts studios. This summer role works 15 weeks, from 10 a.m. to 6 p.m. and occasionally hours outside of these hours.

**Eligibility for the role:**

This is a government-funded position that requires candidates to meet the following criteria:

* Between 15 and 30 years of age (inclusive) at the start of employment
* Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and refugee Protection Act
* Be legally entitled to work in Alberta and Canada

**What you would do:**

* Assist youth participants who are accessing the art studios
* Monitor, assemble, maintain, and/or replace studio supply inventory
* Prepare studio schedules
* Set up equipment, and make logistical arrangements for the delivery or installation of art pieces
* Assist in staging iHuman studio events

**Qualifications:**

* Student in or graduate of a College, University or Institute program where curriculum includes youth care, human services, arts, culture, or other relevant topics
* Related experience working to support vulnerable youth
* Experience in the arts
* Excellent verbal and written communication skills
* High level of organization skills with attention to detail
* Able to work in a dynamic environment, and keep calm during situations
* Energetic and able to contribute positively within a team environment
* Obtain and have clear criminal record check including the vulnerable sector search and child intervention check

**Wage:** $19/hour

**To Apply:**

Please send a cover letter and resume in one document (Word doc or PDF) to the iHuman HR Consultant, at [violet@ihuman.org](mailto:violet@ihuman.org). Please include “Production Assistant- Summer” in the subject line of the email. The position will remain open until a suitable candidate is found.

We appreciate your interest. Only candidates selected for an interview will be contacted.