



CALL FOR SUBMISSIONS

Data Administrator

Geordie Theatre is currently seeking interested candidates to fill the position of Data Administrator.

We are an award-winning professional theatre company that has presented live English-language productions for young audiences in Quebec and abroad since 1980. Currently led by Cree artist Jimmy Blais, Artistic Director, we are one of the first non-culturally specific theatre companies in Canada with Indigenous leadership. Our current goal is to grow our Indigenous programming and Indigenous relationships within our province and beyond. We offer a variety of cultural activities for youth and the adults in their lives, including performances, acting classes and workshops. We focus on providing educational components in all our programming, about topics that are relevant and important to young people.

Currently, we reach 41,000 young people and their communities annually through the following activities:

- 2Play Tour, travelling plays that visit hundreds of elementary and high schools across Eastern Canada.
- Mainstage series, which presents shows in local Montreal theatres for the general public and schools.
- Geordie Theatre School, which offers acting classes and workshops for children, teens and corporate team members.

For more information, please visit: www.geordie.ca

The contract: This is an 8-week contract, 35 hours a week, with work hours occurring Monday-Friday 9am-5pm. The successful candidate will begin their contract on June 8 and end on August 14, with two (unpaid) weeks off at the beginning of July.

Location: This will be a hybrid contract, working mostly at Geordie's Montreal office (4700 rue Dagenais, in St-Henri) with some remote as well.

Hourly Rate: \$18/hour

Eligibility: This position is generously funded by Canada Summer jobs. Candidates must fit the following criteria to be eligible:

- Be between 15 and 30 years of age at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Note: International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

Main responsibilities and abilities:

1. Create and Implement Data Management Strategies:
 - a. Establish and initiate innovative strategies for efficient digital data upkeep in Geordie's CRM system, Salesforce.
 - b. Demonstrate strong numeracy skills in maintaining precise data filing systems with meticulous attention to detail.
 - c. Actively engage in problem-solving to identify, resolve data quality issues, and transform data into actionable formats for analysis.
 - d. Apply data analyses, compile statistics digitally, and create insightful reports, showcasing technical skills and innovation.
 - e. Propose and implement creative solutions to enhance data management efficiency.

2. Collaborative Data Streamlining:
 - a. Collaborate with team members to explore new approaches to streamline digital data and CRM files effectively. These include records of ticket sales, donations, grants, Geordie Theatre School registrations, school tour and field trip bookings, etc., some dating as far back as 1980.
 - b. Develop processes to remove stakeholders' personal information from records older than 7 years.
 - c. Adjust plans and strategies based on team feedback, demonstrating adaptability to changing data upkeep requirements.
 - d. Showcase flexibility and resilience in overcoming setbacks, ensuring seamless implementation of streamlined processes.
 - e. Support various departments' tasks, exhibiting leadership qualities, and taking the lead in driving forward data initiatives.

3. Information Delivery:
 - a. Respond to telephone and electronic inquiries, delegate tasks, and prioritize correspondence within the team, showcasing effective communication and collaboration.
 - b. Deliver crucial information clearly in both verbal and written formats to Geordie staff and stakeholders.
 - c. Prepare and edit various materials, including correspondence, presentations, reports, templates, and more, using strong communication skills.

4. Build Sustainable Systems and Record-Keeping:
 - a. Conduct in-depth data analyses to develop long-term and sustainable record-keeping methods.
 - b. Communicate recommendations and insights to team members and stakeholders regarding new systems.
 - c. Provide comprehensive training to the Geordie team, ensuring a deep understanding and successful application of new record-keeping systems.
 - d. Ensure that data handling and sharing procedures follow the Privacy Act.

Qualifications and Personal Qualities:

- Excellent organizational abilities with keen attention to detail
- Demonstrates strong problem-solving skills
- Self-learner and enjoys taking initiative
- Thrives working both independently and in a team
- Familiarity with CRM systems/Salesforce is an asset.

We encourage all eligible individuals to apply, even if you don't possess all the listed qualities. We believe in creating a diverse and inclusive team and value the unique skills and perspectives you bring. Join us in making a positive and engaging impact on theatre experiences for all.

Submissions:

Employment priorities: This position aims to provide employment opportunities for:

- Indigenous youth
- Racialized youth
- Black youth
- Youth with disabilities
- Youth in an official language minority community (In Quebec, English-speaking youth)
- 2SLGBTQIA+ youth

Please submit a short cover letter (no longer than 1 page), resume, and 2 references, in one PDF file labelled with your first and last name.

In your letter, clearly state if you meet the Canada Summer Jobs eligibility requirements.

In your letter, you may also choose to inform us if you wish, if you identify with any of the groups mentioned in the employment priorities above. This is optional and not a requirement for submission.

We understand that everyone has their own unique way of showcasing their experiences and skills. If you believe that a video or audio application would better represent your qualifications, we warmly welcome those formats as well. If possible, we ask that audio and video applications are kept under 5 mins; however, if this restricts your ability to apply, please know we will welcome the length of time that best suits your needs. Please label it with your first and last name. You can submit using MP3, WAV, WMA, MOV, MP4 files or send a private YouTube or Vimeo link to kathryn@geordie.ca. We'd love to hear about your relevant life or work experience, as well as your skills, any informal or formal education, and your references.

Please submit applications to Kathryn Westoll, Executive Director: kathryn@geordie.ca by **May 17**.

Feel free to include any additional pertinent information you wish us to know.

Only applicants selected for an interview will be contacted.