



**Employer:** Dancer Transition Resource Centre (DTRC) / [www.dtrc.ca](http://www.dtrc.ca)  
**Position:** Arts Administration Intern  
**Duration:** September 15, 2025 – January 31, 2026  
**Wages:** \$18.00 per hour / 30 hours per week  
**Location:** Remote, Work from Home / Montreal, Toronto, or Vancouver  
*(preferred, but not required)*

**Organization:**

Founded in 1985, the Dancer Transition Resource Centre (DTRC) is a national, charitable organization dedicated to helping dancers make necessary transitions into, within, and from professional performing careers. We also operate as a bilingual resource centre for the dance community, and the general public, and support activities that improve the socioeconomic conditions of artists across the country.

The DTRC is an organization that is working to embed the values of individual and group differences within its culture. We strive to embrace the diversity of backgrounds and perspectives of our board, staff, members, arts community, and partners. Indigenous peoples, people of colour, and people across the spectrums of gender, sexuality, age, and abilities are encouraged to apply.

As a world leader in dancer transition, we are active participants in international conferences and research initiatives and help drive change within the dance community.

The DTRC is keen to welcome two positions of Arts Administration Intern. This position has created a unique opportunity for the incumbent(s) to become a vital member of our team by having direct interaction with each department, such as Development, Operations, Programming, Member Services, and Engagement.

**Position:**

The candidate(s) will directly report to the Development & Fundraising Director and will have shared mentorship and supervision from all senior staff from across the regions and departments (as applicable). The DTRC staff are currently working in a hybrid mode, but primarily remotely. The ideal candidate(s) would be located in either Montreal, Toronto or Vancouver (not mandatory), and on occasion be available to be present at the National Office in Toronto if possible.

The Arts Administration Intern(s) will provide a range of administrative and support services to the DTRC staff, members, and community partners while performing tasks related to project coordination, fundraising, member services, operations, programming, outreach & engagement, data management and reporting.



In particular, the intern will be responsible for the following:

#### Development & Fundraising (30%)

- Carrying out research and prospecting activities in order to target potential partners for ongoing programs and initiatives.
- Completing data entry and donor management utilizing Canada Helps, MailChimp, and all other applicable platforms and tools.
- Participating in the timely follow-up on outreach activities pertaining to partnerships.
- Assisting with the proper documentation for donations, sponsorship, and community partnerships.
- Assisting in the planning and execution of annual fundraising campaigns.
- Participating in donor appreciation and cultivation activities.

#### Member Services (30%)

- Assisting with Grant Processing and Tracking.
- Issuing or updating contracts and letters.
- Administering and coordinating referrals as part of the counselling, and services outreach activities.
- Supporting timely and accurate preparation of tax letters.
- Assisting in the gathering of statistics and reporting.
- Participating in the development and implementation of the processes and procedures required to improve the services to members.
- Participating in the design, creation, and updating of Membership Handbooks.

#### Operations (30%)

- Assisting with the organization's membership dues and payments and ensuring accuracy of all membership records.
- Updating and maintaining our membership database with accurate and current information.
- Generating reports and statistics to support decision-making and planning.
- Providing administrative support to the Director of Operations, including coordinating mail and liaising with property managers.
- Assisting with compliance and government reporting.
- Regularly liaising with the bookkeeper, regional offices, and other staff members regarding various administrative and office tasks.
- Assisting in the implementation of organizational policies and procedures.

#### General (10%)

- Developing, creating, and implementing various media materials in relation to program engagement and social media outreach.
- Assisting with program development, delivery, and evaluation.
- Attending staff and committee meetings and assisting with minute-taking and tracking of tasks.
- Overseeing the various department's filing systems by adhering to procedures, and compiling, sorting, archiving, and retrieving files.
- Participating in workshops, conferences, or seminars when necessary. Such activities can sometimes take place outside of normal office hours, which are 10 am to 5 pm (ET).
- Performing other tasks and duties as determined by senior staff.

**Qualifications:**

- Candidates must be enrolled in a recognized post-secondary establishment, Part-time or Full-time (*1st-3rd years welcomed*). Details here: <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>
- Diploma, Bachelor, or Master's degree in process in Dance, Arts Management, Administration, Community Development, Event Management, or a related field.
- Candidates must be legally entitled to work in Canada.
- Candidates must be able to receive a letter from their post-secondary institution recognizing the Work- Integrated Learning (WIL) alignment with their study program.
- Excellent command of English language, both oral and written.
- Bilingual, Francophone preferred or high-level French immersion (*applicable to one of the two roles*).
- Background in dance (or performing arts) is considered an asset.
- Knowledge of, and interest in, the Canadian dance community is an asset.
- Graphic design (Canva) and video editing skills are considered an asset.
- Strong knowledge and proficiency in web-based tools, with knowledge of Microsoft Office Suite particularly Word, Excel, Outlook, and OneDrive in addition to the various social media, and virtual meeting platforms (i.e., Zoom, Teams, Google).
- Experience working with databases and producing reports.
- Effective communication skills, interpersonal relationships, and negotiating skills.
- Highly organized, detail-oriented, well-developed critical thinking skills, and strong time management skills.
- Enthusiasm for customer service; pleasant and positive attitude.
- Strong multi-tasking skills; Ability to work under pressure.
- Ability and strong understanding of remote work (individual and/or team related)
- Ability to work both in a team and with minimal supervision.
- Eager to learn new skills and open to receiving on-the-job mentorship.
- Eager to work with various departments within the organization.

DTRC's National office team is currently working remotely and has positively shifted to a virtual work environment, which has continued to contribute to co-development work. In doing so, everyone's expertise is continuously shared. The incumbent will also have the opportunity to meet and interact with the regional teams (Vancouver, Toronto and Montreal) in addition to representatives in Calgary, Winnipeg, and the Atlantic Region involved in the execution of local and national projects.

The DTRC offers a regular opportunity for training and growth as it serves as the hub for our dancer members, affiliate organizations, and advocacy activities conducted in partnership with others by the organization. It is a vibrant place favorable to networking.

**Applications:**

Please send your cover letter and CV by email to the following address: [development@dtrc.ca](mailto:development@dtrc.ca).

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.