



Main Office:  
8 Debajehmujig Lane, Wikwemikong, Ontario P0P 2J0  
Phone: (705) 859-3560  
Creation Centre: 43 Queen Street, Manitowaning, Ontario P0P 1N0  
Phone: (705) 859 – 1820 / 2317  
Website: [www.debaj.ca](http://www.debaj.ca)

## **Recording Studio Intern**

Debajehmujig Theatre Group is seeking a qualified and motivated individual for an internship in the position of Recording Studio technician in a professional learning experience and assist with the daily operations of the recording facilities at Debajehmujig.

### **Summary:**

Under the direct supervision of the Audio and Music Department Lead and the Technical Director, the Recording Studio Intern is responsible to assist with recording projects and to provide support with facilitating all bookings. The position will comprise of a wide arrangement of applications with recording through modern recording techniques, basic studio applications, foley arts, sound design and also live music application setting up scenarios. Intern must have the ability to work unsupervised at times. Weekends and evenings are common creative preference for artists, and the intern must be prepared to work outside common work hours, while adhering to the required 35 hour work week.

### **Primary Duties:**

1. Support Debajehmujig Theatre Group Recording Studios to achieve its mission through timely and consistent progress;
2. Assist in recording, mixing and editing music and audio for clients, the organizational and production needs;
3. Set up, and operate sound equipment for live events, recordings or post-productions to ensure the best acoustic result;
4. Assist in maintaining an effective management system of the clientele, scheduling and booking of artists, and effectively communicate with clients while keeping logs of billable hours;
5. Document and maintain all inventory and equipment including microphones, cables, monitors, headphones, speakers and subs, adaptors etc. Including any rented or Company owned instruments;
6. Work closely with the media department in video production to ensure all post production sound is recorded and lines up with any video as per professional services agreements and standards;
7. Build and maintain an effective relationship with staff, community, performers, and guests;
8. Provide leadership in planning and policy development and review, as authorized by Debajehmujig Theatre Group;
9. Report to the Lead, Technical Director, and General Manager accordingly.

### **Qualifications:**

1. Five years' experience in the arts;
2. Certificate in Recorded Music Production or equivalent;
3. Excellent team player, always willing to help out and multi-task;
4. Valid Drivers license and access to a reliable vehicle.

**Anticipated Start Date:** As soon as possible

**Application Package: (Due September 24, 2020)**

Debajehmujig Theatre Group  
8 Debajehmujig Lane  
Wikwemikong, Ontario P0P 2J0  
**ATTN.: Recording Studio Intern**  
Or Via email at: [L.Trudeau@debaj.ca](mailto:L.Trudeau@debaj.ca)

Please submit a cover letter, resume, letter of reference from three current work related experiences, and photocopies of any related diploma(s), certificate(s) in your application.

Incomplete packages and late submissions will not be reviewed.

We thank all those that apply but only those selected for an interview will be contacted. There will be no return of submissions. The successful candidate will be required to submit a current Criminal Reference Certificate.

For more information, and/or job description, please contact Jason Manitowabi, Audio and Music Department Lead at 705-859-2317.