

**FULL-TIME POSITION AVAILABLE FOR  
ASSISTANT PRODUCER  
START DATE: JUNE 2022**

## **THE ORGANIZATION**

Soulpepper Theatre Company's (Soulpepper) vision is to share vital stories that connect us all. Soulpepper delivers on that mission by producing a year-round season of over 500 events, including plays, concerts, musicals, festivals and presentations. Soulpepper plays a civic role in our community through free education programs, community conversation series, artist training, environmental sustainability initiatives, and newcomer welcome programs.

Soulpepper strives to ensure theatre is accessible to all by offering ASL interpretation, Relaxed Performances, free tickets to arts workers and those under 25 years old, and ensuring a public \$25 ticket price for all our programs. During COVID, Soulpepper has adapted to digital platforms offering free shareable content, including play readings, workshops, interviews, and concerts. Looking forward to 2022, we are planning a return to in-person programming with shows and educational programs resuming at our home, The Young Centre for the Performing Arts.

For over 15 years, Soulpepper has been delivering youth and education programs in school and community settings and at The Young Centre. Soulpepper's Education department works in school and community settings across Southern Ontario, welcomes school and community groups to the theatre, and supports the creative development of young people through programs such as our Soulpepper Academy, City Youth Academy, Summer Mixtape, and Curtain Up series.

**Soulpepper is committed to pursuing Radical Inclusion, that is, building a program and organization where everyone's experience is both valued and reflected. Applicants of all experience levels are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, Queer, Trans, and Disabled persons.**

## **THE POSITION**

Reporting to the Producer, and working closely with the rest of the Producing team, this position is responsible for assisting the Producer with the coordination of Soulpepper's business affairs as they relate directly to its theatrical productions, special projects, workshops and ancillary activities. The role requires outstanding organizational skills, superb time management, and reliability. Above all the Assistant Producer aligns with, and is committed to, Soulpepper's core values.

## **KEY RESPONSIBILITIES**

- Assist with line producing of mainstage & concert programming, minute-taking, distribution of information from rehearsal notes, producer correspondences, artist overtime calculations, general administration and coordination of 1st week of rehearsals and opening night procedures.
- Assist the Producer with the coordination and contracting of readings, workshops, presentation productions; rights acquisitions; general administration; and script distributions.
- Coordination of casting inquiries and auditions.
- Assist in producing ancillary programming, taking on coordination of special projects and events as assigned, such as Soulpepper's annual fundraising event, Signature Soulpepper.
- Track invoices and timesheets from various sources and projects (such as Training Room, Stage Management, Artists, etc.)
- Prepare and submit quarterly reports to SOCAN
- Generate contracts for all Artists and liaising with Payroll to manage the administration of those contracts.
- Book Travel & Accommodations as required.
- Assist in ensuring compliance with COVID-19 health and safety protocols.
- Demonstrate a commitment to Radical Inclusion, working to ensure that Soulpepper's values manifest themselves in the department's work.



## **SKILLS AND EXPERIENCE**

- Experience working in arts management in a professional or independent theatre context.
- Some experience with company management, project management, contract administration, and budgeting.
- Special event planning an asset.
- Excellent planning and organizational skills with a demonstrated attention to detail and accuracy.
- Excellent time management, organizational, and administrative skills.
- Ability to prioritize, and work with several competing deadlines.
- Courteous, professional, proactive, team player, ability to work independently as well as in a team environment.
- Strong knowledge of Microsoft Office.
- Ability to thrive in a fast-paced work environment with multiple deadlines.
- A passion for theatre and live performance.

## **WORKING CONDITIONS**

- Performs most duties in a regular office environment.
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work will occur outside of regular office hours including some evenings, weekends, and statutory holidays.

## **VACCINATION CONDITIONS**

In light of the impact of COVID-19 and, in particular, the continuing concerns with variants of COVID-19, Public Health recommendations, and the ready availability of the COVID-19 vaccine, Soulpepper has introduced a mandatory vaccination policy. Soulpepper is strictly mandating that patrons, Employees, Artists, Volunteers, and Representatives of Third-Party Companies confirm they have been fully vaccinated with a COVID-19 vaccine approved by the World Health Organization (WHO).

New employees must provide proof of being fully vaccinated no later than 2-weeks prior to their first scheduled day on any Premises. The Company will consider any request for accommodation by an employee who is unable to be vaccinated for bona fide and certified medical reasons, in line with the Human Rights Code.

## **COMPENSATION**

***Salary \$45,000-\$50,000***

***15 annual vacation days plus 5 paid sick days and 5 personal days***

***Health and dental benefits***

## **HOW TO APPLY**

Soulpepper is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, sexual orientations, and abilities. Soulpepper is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs. We thank all candidates for their interest, however, will only contact those selected for interviews.

Please email a resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization no later than

***June 3, 2022***

Please quote ***ASSTPROD2022*** on the email subject line when applying

Email: ***asstprod2022@soulpepper.ca***