

**POSITION: Production Assistant - Full Time 12 Week Fixed Term Contract**

**START DATE:** June 8<sup>th</sup>

**ABOUT SOULPEPPER**

About Soulpepper Theatre Company

At Soulpepper, we believe our stories connect us. Based in Toronto, a meeting place of a dazzling cross-section of humanity, we are guided by the plurality and vitality of this city. Our programming spans genres, from reinterpreting classical repertoire to celebrating music and introducing new works by emerging voices. We are redefining what it means to be a theatre company by throwing open our doors to welcome everyone to access the transformative powers of theatre. In becoming a buzzing hub of activity where all are invited and everyone feels a deep sense of belonging, we will take our artistic craftsmanship to new heights.

Soulpepper is Toronto's Civic Theatre. Rooted in performance, artist training, and social impact, Soulpepper strives to strengthen our connection to the city and to each other through our work. We create powerful, artist-driven theatre that boldly stages the world's great works. We train the next generation of leading Canadian theatre-makers. We invite audiences to engage with the big ideas driving our time through a transformative approach to public initiatives.

Led by Executive Director Gideon Arthurs and Artistic Director Paolo Santalucia, Soulpepper is based in Toronto's historic Distillery District. Soulpepper's dynamic team includes 40 full-time staff, 300 artists and more than 500 artisans, working together to provide 12 months of non-stop artistic programming.

**THE POSITION**

The Production Assistant - Reporting to the Senior Production Manager via the Technical Director and Production manager will provide general support for daily production operations for Soulpepper Theatre Company and the Young Centre for the Performing Arts. Key responsibilities include the following:

- Provides general support for daily production operations for Soulpepper Theatre Company and the Young Centre for the Performing Arts
- Acts as main driver of the company vehicle for purchasing supplies for productions and administrative events
- Assists with the set-up of rehearsal halls
- Maintains accurate accounting records for purchases, including petty cash maintenance and reconciliation

- Attends and takes minutes for production and scheduling meetings as needed
- Assists production shops with builds as necessary
- Helps maintain and organize inventory of Soulpepper and Young Centre storage facilities

## **CANDIDATE KNOWLEDGE & SKILLS**

- A valid G-Class Ontario driver's license with a clean driver's abstract
- Hands-on experience with technical theatre and live performance events
- Excellent time management, organizational and administrative skills
- Demonstrated attention to detail and accuracy
- Strong interpersonal and oral/written communication skills
- Proficiency with Microsoft Office Suite applications, including: Microsoft Outlook, Teams, Excel and Forms
- Adaptability - The ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback.
- Collaboration - The ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.
- Communication - The ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.
- Creativity and Innovation - The ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.
- Digital Skills - The ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.
- Numeracy - The ability to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics. For example, we use this skill to perform calculations, manage budgets, analyze, and model data and make estimations.
- Problem-solving - The ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the

experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.

## **OTHER**

To apply for this job, you must:

- Be aged 15-30 years old on the start date of the job
- Have a valid Social Insurance Number
- Be a Canadian Citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada

## **WORKING CONDITIONS**

- Performs most duties in a regular office environment. This is a fully in-person position with limited opportunities for remote work.
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work may occur outside of regular office hours including evenings and weekends.

## **COMPENSATION**

- \$24/hr, 35 hours per week, for a 12-week period.

## **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, we will only contact those selected for interviews.

Please e-mail resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization by May 4<sup>th</sup> , 2026

Please quote CSJ2026 in the subject line when applying by email. Email:  
[productionhiring@soulpepper.ca](mailto:productionhiring@soulpepper.ca)