

Production Assistant (One Position)

THE ORGANIZATION

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 power 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 and help Toronto become a healthier, more socially connected city. Through the art on our stages, the amplifying effect of rich partnerships and innovative engagement programs, we are at once fulfilling our social purpose and building a sustainable future for Soulpepper and the communities we serve.

Soulpepper and Young Centre are committed to pursuing Radical Inclusion. Applicants of all experience levels are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, 2SLGBTQIA+ and Disabled persons.

This position is funded through the Canada Summer Jobs Program. The successful applicant must be between 15-30 years of age at the start of employment.

THE POSITION

Reporting to the Senior Production Manager, through the Production Manager (PM) and the Technical Director, the Production Assistant provides general support for daily production operations for Soulpepper Theatre Company and its joint venture the Young Centre for the Performing Arts.

The Production Assistant is a detail-oriented self-starter able to thrive in a fast-paced environment. Their key responsibilities will include:

- Acting as the primary driver of the company vehicle for purchases of supplies for productions and administration events;
- Assistance with the set-up of rehearsal halls and green room spaces;
- Maintenance of accurate accounting records for purchases, including reconciliation of petty cash floats and Visa statements

- Attendance and minute taking for production and scheduling meetings as needed;
- Assisting the production shops with builds and purchases as necessary;
- Assisting in maintaining and organizing inventory of Soulpepper and Young Centre storage facilities;
- Other duties as assigned by the Production Manager and/or the Technical Director

KNOWLEDGE AND 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

OTHER

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- 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 will occur outside of regular office hours including some evenings, weekends, and statutory holidays.

COMPENSATION

- \$19.50/hr, 35 hours per week, for an 8-week period
- Contract begins July 7, 2025 and ends Aug 30, 2025

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, gender identities, 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.

Soulpepper thanks all candidates for their interest, however, will only contact those selected for interviews.

Please e-mail your resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization by **June 25, 2025**.

Please quote CSJ2025 in the subject line when applying by email. Email: productionhiring@soulpepper.ca