

Program Assistant – Education (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

The Program Assistant - Education, reporting to the Director of Social Impact, will assist the Social Impact department with planning, implementation, and administrative duties relating to its education and public programming. Key roles and responsibilities will include the following:

- Assist with the planning, scheduling, and implementation of performing arts programs for youth, emerging artists, and the public
- Act as a program liaison between the participants, Artist Educators, and the Social Impact department
- Complete on-site program setup and clean up every day
- Keep track of program materials and supplies and place orders to replenish supplies as necessary
- Track and report expenses relating to programs

- Measure program metrics on an ongoing basis, as directed by the Director of Social Impact
- Assist with organizing performance showcases including collecting RSVPs, placing catering orders, and some front of house duties
- Ensure the safety of program participants
- Act as an ambassador for Soulpepper at public events and performances
- General administrative tasks for the Social Impact department
- Other duties as assigned

KNOWLEDGE AND SKILLS

- ✧ Interest in arts education, arts administration, and a passion for community arts programming
- ✧ Good judgment and the ability to problem solve
- ✧ Demonstrated attention to detail and accuracy
- ✧ Strong interpersonal and oral/written communication skills
- ✧ Excellent time management, organizational and administrative skills
- ✧ Ability to take initiative and work both independently and as part of a team
- ✧ Proficiency with Microsoft Office suite

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: communityjobs@soulpepper.ca