

**PROGRAM ASSISTANT, EDUCATION (ONE POSITION)**  
**START DATE: July 3, 2023 (8-week contract)**

**THE ORGANIZATION**

Soulpepper's purpose is to share vital stories that connect us all by producing a year-round season of events, including plays, concerts, festivals, and presentations. We play a vital civic role in our community through education and community programs, artist training, and environmental sustainability initiatives.

Soulpepper continues to adapt to the realities of producing theatre amid enormous social change and a global pandemic. We work in a convivial environment that truly allows you to be who you want to be. The Soulpepper team is hardworking, creative, and, with the arrival of many new staff in recent years, forming a new working culture that is at once ambitious and sustainable.

Led by Artistic Director Weyni Mengesha and Executive Director Gideon Arthurs, Soulpepper is dedicated to the principles of Radical Inclusion, endeavouring to create a theatre that is inclusive and welcoming to all. The theatre's home is the Young Centre for the Performing Arts situated in the Distillery Historic District in downtown Toronto. Soulpepper's annual budget is approximately \$8 million and engages roughly 40 employees and 250+ artists annually.

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. The skills and experience listed below are not absolute and if you believe you would be a good fit for the position, we would like to hear from you.

**Please note: For this position, we will be prioritizing the hiring of candidates who identify as Black, Indigenous, or Persons of Colour. We therefore encourage applications from youth belonging to racialized communities.**

**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 Education & Community Engagement, will assist the Education & Community Engagement department with planning, implementation, and administrative duties relating to its youth and community programming, which will primarily include the City Youth Academy, Summer Mixtape, and Soulpepper Academy. Key roles and responsibilities will include the following:

- Assist with the planning, scheduling, and implementation of performing arts programs for youth
- Act as a program liaison between the participants, Artist Educators, and the Education & Community Engagement 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 youth programs
- Measure program metrics on an ongoing basis, as directed by the Director of Education & Community Engagement
- Assist with organizing performance showcases including collecting RSVPs, placing catering orders, and some front of house duties
- Ensure the safety of program participants
- General administrative tasks relating to youth programs
- Other duties as assigned

## KNOWLEDGE AND SKILLS

- Interest in arts education and passion for youth and community outreach
- Prior experience working with youth in camp or program settings is an asset
- 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

- Successful applicant will require a criminal record check, including vulnerable sector screening (to be submitted by Soulpepper at the time of hiring), to indicate clearance to work with children
- Candidate must be legally entitled to work in Canada and is between the ages of 15-30 (inclusive) at the start of employment

## 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.

## COMPENSATION

- \$18.50/hr, 35 hours per week, for an 8 week period
- Contract begins July 3, 2023 and ends August 27, 2023 (8 weeks)

## 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 email us at [communityjobs@soulpepper.ca](mailto:communityjobs@soulpepper.ca) 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

May 25, 2023

Please quote CSJ23 on the email subject line when applying

Email: [communityjobs@soulpepper.ca](mailto:communityjobs@soulpepper.ca)