

## Part-time Building Supervisor Position Available

### THE POSITION

Soulpepper is seeking a Building Supervisor in a part-time capacity who will report to the Manager of Building Operation and Production.

This is a permanent part-time, entry-level position to work primarily weekend shifts including:

Saturdays: 8am to 4pm, Sundays: 10am to 6pm and Mondays: 3pm to 10pm. Occasionally, other shifts during the week may become available (i.e. vacation coverage, large event setup, etc.)

**Start Date:** mid-March 2026

### KEY RESPONSIBILITIES

- Open and/or close the facility at the beginning/end of the daily shift as applicable.
- Responsible for the general safety and security of the facility and specific monitoring of all the public areas before, during and after public performances and other scheduled/booked events.
- Inspect and maintain:
  - heating, cooling, and air handling systems (i.e. ensuring comfortable room temperatures).
  - electrical, plumbing, lighting, and related fixtures (i.e. tripped breakers, water leaks, burnt light bulbs).
  - emergency and fire protection/life safety systems (i.e. fire panel and emergency lighting power inverter).
  - our computer-based building automation software (WebCTRL).
  - the building's interior and exterior components, including doors and door hardware, walls, light fixtures, TV monitors, and signage.
  - Monitor building temperature, lighting and plumbing systems for damage or malfunction and reports problems to supervisor.
- Advise the Manager of Building Operation and Production of supply requirements, parts shortages, and workplace hazards.
- Record and email a daily activity log.
- Perform light custodial duties for rooms and common areas and ensure upkeep of the building and surrounding area.
- Communicate with the Patron Services department and Young Centre theatrical staff before and during each performance.
- Maintain equipment (i.e. tables, chairs, benches, dollies, etc.) to ensure that they are clean and in working condition. Reports any damage.
- Receive deliveries throughout the day.
- Complete furniture (i.e. tables, chairs, easels, etc.) set ups and tear downs for events during your shift. Move furniture and other items when necessary.
- Participate in all safety training as appropriate including fire drills, evacuations, WHMIS, first-aid training, etc.
- Work with and managing Concierge/security staff, contractors, and cleaning staff when required.
- Occasionally co-ordinate with and supervise a small team of tradespeople to complete after-hours maintenance and repairs.
- Remove snow and ice from entrances and walkways when required.
- Respond to requests from staff or the general public and provide assistance as required, and employ courteous communication while assisting staff, our patrons, and the general public.
- Other duties as required or requested, in a prompt, safe, and efficient manner.

## QUALIFICATIONS

- Good verbal and written communication skills to interface effectively with other departments and the general public.
- A professional work ethic and the ability to work with minimal supervision.
- Ability to work with considerable independence in a team environment.
- Ability to multi-task, as well as prioritize jobs. Organizational skills to coordinate multiple activities.
- Knowledge of Microsoft Office applications (especially Excel, Outlook, and Word). Also, ability to use a computer to create or obtain relevant scheduling and set up information.
- High attention to detail, excellent time management, and ability to meet frequent deadlines.

## EDUCATION/EXPERIENCE:

- A minimum of 2 years related working experience, preferably in a not-for-profit environment, especially in a performing arts centre.
- Capable of light handiwork, carpentry work, minor plumbing/electrical and painting/plastering skills all assets.
- Must be certified in First Aid/CPR and WHMIS training or willing to obtain certification.
- Must possess a working understanding of, or the ability to learn and comply with, the Employment Safety Standards set out by the Ministry of Labour.

## WORKING CONDITIONS:

- Working environment occasionally contains some risks (i.e. at heights, etc.). Safety precautions (PPE) are provided and required to be used as needed.
- Some exposure to noise (i.e. concerts) and inadequate lighting (i.e. dark backstage hallways).
- Lifting tables, chairs, and other related equipment up to **50lbs**. Job involves occasional bending, pulling, pushing, and lifting.

**RENUMERATION:** \$22.75/hour

## HOW TO APPLY

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

**February 27<sup>th</sup>, 2026**

to

**Greg Poulin – Manager of Building Operation and Production at [greg.poulin@soulpepper.ca](mailto:greg.poulin@soulpepper.ca)**

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 accommodation for persons with disabilities in all parts of the hiring process and invite candidates who may require assistance during the application/ hiring process, to let us know and we will collaborate with them to meet their needs.

We thank all candidates for their interest; however, we will only contact those selected for interviews. All interviewees will be contacted regarding their status within 45 days. No AI will be utilized in any part of this hiring process.