



FULL-TIME POSITION AVAILABLE FOR ASSISTANT TECHNICAL DIRECTOR

START DATE: FEBRUARY 2026

THE ORGANIZATION

About Soulpepper Theatre Company

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

Reporting to the Technical Director, the Assistant Technical Director will be one of 3 full-time ATDs and will provide support to the production team at large on programming and productions as assigned. This ATD will have a primary focus on the planning, management and supervision of all technical elements within Soulpepper auxiliary activities, including "Public Domain" programming (Soulpepper's free and accessible community programming), "Signature Soulpepper" (Soulpepper's annual fundraising gala), Young Centre rentals, corporate/donor events, festivals, among others. Alongside the rest of the department, they will be responsible for managing the day-to-day operations of the production office and will maintain a high level of artistic integrity, safety and an appropriate working environment for artistic and production personnel.

KEY RESPONSIBILITIES

- Assume the lead technical responsibility for projects as assigned by the Technical Director; ensure that all technical elements on assigned projects are delivered on schedule and on budget, liaising with designers and Department Heads and troubleshooting technical challenges as required;

- Produce any AutoCAD plans and/or construction drawings and other production paperwork as directed; aid the Technical Director in supervising the building and painting of scenery and decor in the Soulpepper carpentry, paint and prop shops as directed;
- In association with the Production Coordinator, maintain accurate and up-to-date accounting records for supply and materials purchasing on individual projects as assigned;
- Assist in establishing the labour requirements for lighting, sound, video and scenic elements for all productions as assigned; act as a supervisor for the Young Centre for the Performing Arts' union House and Casual technicians as directed;
- Maintain, in cooperation with other Soulpepper departments, an accurate inventory and organization of Soulpepper's storage facility;
- Arrange and perform the pick-up of production supplies when needed;
- Participates in the creation, and ongoing implementation of Soulpepper and Young Centre Health and Safety policies;
- Contribute to the achievement of Soulpepper's goal to become a leader in environmental sustainable practices when considering show production, to include creative thinking around what materials are used, where materials are sourced from, and their destination after the run of the show;
- Contributes to the overall success of Soulpepper by accomplishing related results as needed.

SKILLS AND EXPERIENCE

- Demonstrated experience working in a professional or independent theatre context.
- Understanding of contemporary theatrical construction techniques and materials
- Awareness of safe and efficient theatrical labour standards
- Theatrical rigging knowledge
- Understanding of typical schedules and timelines for mounting a theatrical production
- Working knowledge of theatrical lighting, sound and video
- Valid G class driver's license
- Demonstrated attention to detail and accuracy
- Ability to thrive in a fast-paced work environment with multiple deadlines
- Strong interpersonal and oral/written communication skills
- Excellent time management, organizational and administrative skills
- A passion for theatre and live performance

WORKING CONDITIONS AND EFFORT

- Performs most duties at the Young Centre, both in a regular office, backstage and shop 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 on evenings and weekends.
- Position requires concentration and focus in creating CAD drawings, analysing designs, costing production projects. Occasional physical effort is required lifting and moving scenery, climbing ladders, loading and unloading trucks, and other typical theatre functions.

COMPENSATION

Salary \$55,000-\$60,000

15 annual vacation days plus 5 paid sick days and 7 personal days

Health and dental benefits

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

January 26, 2026

Please quote ***ATD2026*** on the email subject line when applying Email: ***productionhiring@soulpepper.ca***