



## **FULL-TIME POSITION AVAILABLE FOR PRODUCER**

**START DATE: July/August 2026**

### **ABOUT SOULPEPPER**

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 Executive Producer, and working collaboratively with the Artistic Leadership and Producing team, the Producer will help interpret, promote, and deliver Soulpepper's artistic program. The role will lead on a variety of productions, presentations, special events, and civic programming initiatives, while also supporting the day-to-day producing operations of the company as assigned.

The Producer (one of 2 full-time Producers) is responsible for helping to communicate, advance, and uphold the company's programming vision across a wide range of relationships, including artists, creative teams, agents, casting representatives, unions, partners, and internal staff. Integral to the realization of Soulpepper's work, the Producer helps ensure that each project is realized with clarity, care, and alignment with the company's broader mission: to create extraordinary art, support artists, engage audiences, and strengthen Soulpepper's role as Toronto's civic theatre.

### **KEY RESPONSIBILITIES**

- Coordinate and act as lead Producer on assigned projects and events across Soulpepper's artistic and civic activity, including season productions, concerts, touring initiatives, festivals, digital film and audio projects, workshops, readings, special presentations, mainstage productions, and other activities as assigned by the Executive Producer.
- Collaborate, where appropriate, with the Artistic Director, Associate Artistic Director, Executive Producer, and artistic leadership team on programming conversations, helping to translate artistic ideas into clear producing pathways.

- Support the communication and realization of Soulpepper's artistic and civic vision across internal teams, artists, creative personnel, partners, and third-party engagers.
- Liaise with all associations and unions connected to the Producing department, including but not limited to CAEA, TMA, ACTRA, ADC, and PGC.
- Negotiate offers and contract artists and organizations as directed by the Executive Producer.
- Participate in the development, tracking, and management of program budgets as directed by the Executive Producer.
- Work with the artistic leadership team to coordinate casting initiatives, auditions, offers, and related communications.
- Issue artist contracts and manage payroll administration for those contracts.
- Work closely with the Finance department to ensure the timely execution of payments related to playwright licences, royalties, commission agreements, and other artistic contracts.
- Work closely with Marketing and Social Impact teams to support artistic and civic initiatives connected to current programming.
- Contribute to company management duties for assigned programs, including booking travel, accommodations, hospitality, scheduling, and logistics for touring artists and visiting creative teams.
- Maintain strong relationships with producing partners, co-producers, presenting partners, artists, and community collaborators throughout the season.
- Collaborate with the Development department on fundraising initiatives, donor cultivation, stewardship events, and grant-related needs as requested and available.
- Attend Soulpepper and Young Centre performances, receptions, openings, events, and partner activities as required.
- Perform other duties as assigned.

## **SKILLS AND EXPERIENCE**

- Demonstrated experience working in arts management in a professional or independent theatre context.
- Some experience with company management, project management, contract administration, and budgeting.
- Grant-writing experience an asset.
- Special event planning an asset.
- Theatre touring experience an asset.
- Excellent time management, organizational and administrative skills
- Strong interpersonal, oral/written communication, analytical and problem-solving skills.
- Self-starter, detail oriented, flexible, ability to work independently as well as in a team environment
- Advanced computer skills in Microsoft Outlook, Word and Excel
- Ability to thrive in a fast-paced work environment with multiple deadlines
- Excellent planning and organizational skills with demonstrated attention to detail and accuracy
- A passion for theatre and live performance

## **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 and weekends.

## **COMPENSATION**

*Salary \$60,000-\$70,000*

*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.

**This is one of two open Producer roles. Candidates who previously applied to the Producer (Fixed-Term Contract) role will automatically be considered for both positions and need not re-apply.**

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

***June 26, 2026***

Please quote **PROD2026** in the email subject line when applying via email to:

***producinghiring@soulpepper.ca***