

**FULL-TIME POSITION AVAILABLE FOR
EDUCATION COORDINATOR
START DATE: November 1, 2021**

THE ORGANIZATION

Soulpepper Theatre Company's (Soulpepper) vision is to share vital stories that connect us all. Soulpepper delivers on that mission by producing a year-round season of over 500 events, including plays, concerts, musicals, festivals and presentations. Soulpepper plays a civic role in our community through free education programs, community conversation series, artist training, environmental sustainability initiatives, and newcomer welcome programs.

Soulpepper strives to ensure theatre is accessible to all by offering ASL interpretation, Relaxed Performances, free tickets to arts workers and those under 25 years old, and ensuring a public \$25 ticket price for all our programs. During COVID, Soulpepper has adapted to digital platforms offering free shareable content, including play readings, workshops, interviews, and concerts. Looking forward to 2022, we are planning a return to in-person programming with shows and educational programs resuming at our home, The Young Centre for the Performing Arts.

For over 15 years, Soulpepper has been delivering youth and education programs in school and community settings and at The Young Centre. Soulpepper's Education department works in school and community settings across Southern Ontario, welcomes school and community groups to the theatre, and supports the creative development of young people through programs such as our Soulpepper Academy, City Youth Academy, Summer Mixtape, and Curtain Up series.

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. We encourage applications from Indigenous, Black, Persons of Colour, Queer, Trans, and Disabled persons.

THE POSITION

The Education Coordinator is an integral part of the Education Department, reporting to the Education Manager and responsible for providing key administrative support for all education programs, which may include but are not limited to the Soulpepper Academy,

City Youth Academy, Queer Youth Cabaret, Summer Mixtape, Curtain Up series, and more.

Key responsibilities of the Education Coordinator:

- Works closely with the Education Manager to research, develop, and implement education programming
- Supports the development of all written materials including but not limited to program applications, training and teaching materials, and education guides
- Coordinates the application, selection, and evaluation process for education programs
- Facilitates contracting of artist instructors and program assistants, including drawing up contracts and ensuring proper submission of timesheets
- Tracks the budget for each program and ensures timely submission of expenses
- Assists the Education Manager and Development department in the preparation of funding proposals for education and community programs
- Coordinates marketing and promotion of all education programs with the Communications department
- Tracks program statistics and assists Education Manager with reporting on all education initiatives
- Other duties as assigned

SKILLS AND EXPERIENCE

- Six months to two years experience in arts administration is an asset
- Interest in arts education and passion for youth and community outreach
- Experience managing budgets is an asset
- Understanding of not-for-profit arts organizations and theatre practices
- 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
- Ability to take initiative and work both independently and as part of a team
- Ability to work within community groups and academic institutions, and with diverse groups of people including children, teenagers, teachers, and artist instructors
- Proficiency with Microsoft Office suite

OTHER

- A criminal record check, including vulnerable sector screening, to indicate clearance to work with children required

WORKING CONDITIONS

- Performs most duties in a regular office environment however due to current COVID related restrictions, staff are primarily working from home at this time, with an eye to gradually return to working in the office in the fall of 2021.
- 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 \$42,000

15 annual vacation days plus 5 paid sick days and 5 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 email us at education@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
October 10, 2021

Please quote EC2021 on the email subject line when applying
Email: education@soulpepper.ca