

Education & Community Programs Coordinator

THE ORGANIZATION

About Soulpepper Theatre Company:

At Soulpepper, we believe our stories connect us. Based in Toronto, a meeting place of a dazzling cross-section of humanity, we are guided by the plurality and vitality of this city. Our programming spans genres, from reinterpreting classical repertoire to celebrating music and introducing new works by emerging voices. We are redefining what it means to be a theatre company by throwing open our doors to welcome everyone to access the transformative power of theatre. In becoming a buzzing hub of activity where all are invited and everyone feels a deep sense of belonging, we will take our artistic craftsmanship to new heights and help Toronto become a healthier, more socially connected city. Through the art on our stages, the amplifying effect of rich partnerships and innovative engagement programs, we are at once fulfilling our social purpose and building a sustainable future for Soulpepper and the communities we serve.

Soulpepper and Young Centre are committed to pursuing Radical Inclusion. Applicants of all experience levels are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, 2SLGBTQIA+ and Disabled persons.

THE POSITION

Reporting to the Director of Education & Community Engagement, the Education & Community Programs Coordinator is an integral part of the Education & Community Engagement team. They will provide key administrative support for all departmental initiatives including training programs for children, youth, and emerging artists (Soulpepper Academy, City Youth Academy, Training Room, camps, etc.), community classes and workshops, audience enrichment events, school matinees, community partnerships, and more. They will execute all aspects of these initiatives from start to finish including: contracting instructors, booking spaces, handling the registration and selection process, communicating with participants, organizing materials, setting up rooms, and being present for programs to ensure instructors and participants feel supported, along with post-program activities including processing invoices, participant surveys, and reporting.

This role will interact closely with youth, emerging artists, instructors, community partners, and Soulpepper audiences. The Coordinator will also support the Director of Education & Community Engagement to achieve the Department's annual and long-term goals.

KEY RESULTS & RESPONSIBILITIES

- Work closely with the Director of Education & Community Engagement to develop and implement the annual schedule of education and community initiatives
- Develop written materials including calls for applications, program descriptions, and support instructors with creating training and teaching materials
- Coordinate the application, selection, and evaluation process for all programs

- Act as the main point of contact for artist instructors, including setting up planning meetings, drawing up contracts, and ensuring submission and processing of instructor invoices
- Act as the main point of contact for participants and parents/guardians (when applicable), answering program-related questions and providing instructions for participation
- Track budgets for various programs and ensure timely submission of expenses
- Be present for programs and workshops to ensure they run smoothly
- Coordinate promotion of Education and Community Engagement initiatives with Marketing and Communications team
- Execute events in collaboration with Soulpepper Producing and Production teams and the Young Centre Operations team
- Track program statistics and support the Development team in the preparation of funding proposals and reports relating to community programming
- Other duties as required

KNOWLEDGE & SKILLS

- 1-2 years experience in arts administration is essential
- Hands on experience in planning and executing arts-based education and/or community workshops for a variety of age groups
- Positive, can-do attitude and comfortable working collaboratively across departments
- Strong analytical, critical thinking and problem-solving skills, and the ability to multi-task with minimal supervision
- Excellent planning, organizational and time-management skills
- Strong interpersonal and oral/written communication skills
- Ability to thrive in a fast-paced work environment with multiple deadlines
- Understanding of not-for-profit arts organizations and theatre practices
- Must be passionate about engaging with people, good at listening, and be approachable
- Experience with e-mail marketing and survey tools (WordFly, Mailchimp, Survey Monkey) and graphic design tools (Canva, Photoshop) is an asset
- Event coordination and/or Producing experience is an asset

WORKING CONDITIONS

- Performs most duties in a regular office environment. This is a fully in-person position with limited opportunities for remote work
- Must be available to work regular office hours however, due to the nature of the performing arts environment and Education & Community event schedules, frequent evening and weekend work will be required

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

COMPENSATION

- Annual salary: \$52,500
- 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, 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 let us know and we will work with them to meet their needs.

Soulpepper thanks all candidates for their interest, however, will only contact those selected for interviews.

Please e-mail your resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization by January 30, 2025.

Please quote EDU2025 in the subject line when applying by email. Email: communityjobs@soulpepper.ca