



FULL TIME POSITION AVAILABLE FOR

HR & PEOPLE SYSTEMS MANAGER

Young People's Theatre and Soulpepper Theatre Company

Introduction

In a first for the performing arts sector, two of Canada's most important theatre companies, Young People's Theatre (YPT) and Soulpepper, are collaborating to create a shared HR resource to help them nurture and support their respective teams. This full-time position is a unique opportunity for an emerging HR leader to be part of the evolution of two leading-edge and well-respected organizations, working with exceptionally passionate, engaged, and creative colleagues to develop best practices for working successfully together. The full-time position is split equally between the two organizations and works out of both offices. The HR Manager will work to develop a dedicated HR resource for both companies' teams and people functions. At the same time, this position provides a unique opportunity for an emerging HR professional to collaborate with leadership to develop effective use of shared resources at both organizations.

The Position

Reporting to both Executive Directors, this position will work with the staff and management teams of both companies, providing support, coordination and administration of the HR processes at each organization. This position will work 50% at each company and be accountable to both for separate processes.

Key Responsibilities at each organization (include but are not limited to):

1. HR Administration and Employee Lifecycle

Managing and coordinate the timing and processes for basic HR initiatives at each stage of an employee's lifecycle:

- Recruitment
- Hiring / Contracting
- Onboarding

2. Employee Relations

- *Personnel Systems* - In conjunction with payroll and finance, coordinate and track logistics on vacation and leaves
- *Staff Communication* – in relation to existing policies and conflict resolution

3. Employee Policy

- Work with both Senior Management teams to review, revise and update key policy documents as needed

4. HR Projects and Processes

- Support, develop and coordinate additional HR projects as required, such as performance management systems



Your Skills and Experience

This position would be suitable for either an experienced HR person with a passion and interest in learning about the performing arts, and/or an experienced performing arts manager with HR education/training in the midst of changing careers.

Minimum qualifications

- Human Resources diploma (complete or in process) required or commensurate experience, HR Certification (complete or in process) considered an asset
- 4 years' experience working in arts administration or nonprofit administration considered a strong asset. Alternatively, 4 years' experience working in an HR department.
- Strong understanding of Equity, Diversity and Inclusion issues – training in this area is an asset
- Strong level of organization and attention to detail
- Strong interpersonal skills, working with staff at all levels of both organizations
- Strong written and verbal communication skills
- Experience working with confidential files and processes, exhibiting a high level of discretion.

Compensation Package

- \$75,000 - 80,000 commensurate with experience
- Extended Medical Benefits Package, 4 weeks vacation plus additional leaves, RRSP Matching Program
- While the position has accountabilities to both organizations, there will be one contract held overall.

This is a full time position with the goal to work onsite two days at Soulpepper's Young Centre, two days at YPT 161 Studios, with flexibility to consider remote working requests.

YPT 161 Studios and YPT's theatre facility are located in the St. Lawrence Market Historic District and are fully accessible. The Young Centre for the Performing Arts is located in the Distillery Historic District, which is an accessible site and provides for mobility-accessible parking, ramp access to buildings, shops and restaurants, washrooms with child changing facilities, and wheelchair accessible stalls. The historic streets inside of the Distillery District are made of cobblestone and are naturally uneven in some locations.

How to Apply

Note that there will be ONE joint process involving both organizations to secure the candidate for this position, with work and accountability for both organizations.

Applications from all qualified candidates are welcome and we encourage applications from Indigenous, Black, Persons of Colour, Trans, Disabled persons and from equity-seeking groups.



Both companies require that all employees be fully vaccinated. YPT currently recommend that employees wear masks and observe social distancing onsite. At Soulpepper, staff wear masks when moving through the building and when interacting with artists in productions.

In accordance with YPT's policy for working with young people and as a condition of employment, the successful candidate will be required to pass a satisfactory Police Vulnerable Sector Screening Check.

Qualified applicants submit their CV and cover letter to SPExecutives@soulpepper.ca no later than 5:00pm EST on October 9, 2023.

All applications will remain confidential with the Search Committees in both organizations.

The Organizations

Embarking on its 58th season, **Young People's Theatre (YPT)** recently launched the next stage in the company's lengthy history, co-led by Indigenous artist and Artistic Director Herbie Barnes and Executive Director Nancy Webster. This new era marks the unveiling of YPT's expanded and renovated theatre complex. As Canada's largest and oldest professional theatre for young audiences with a \$5 million annual budget, the company produces and presents a full season of theatre and arts education programming, serving approximately 150,000 patrons annually. With the recent purchase of a multi-use building (YPT 161 Studios) across the street from its historic theatre, YPT is now Canada's largest theatre and education hub for young people. The family-friendly employee culture at YPT (given that hours are primarily daytime) encourages ingenuity, teamwork and an atmosphere of learning.

Soulpepper's purpose is to share vital stories that connect us all by producing a year-round season of events, including plays, concerts, musicals, festivals and presentations. We play a vital civic role in our community through education and community programs, artist training, and environmental sustainability initiatives. Soulpepper continues to adapt to the realities of producing theatre in the midst of enormous social change and a global pandemic. We work in a convivial environment that truly allows you to be who you want to be. The Soulpepper team is hardworking, creative, and, with the arrival of many new staff in recent years, forming a new working culture that is at once ambitious and sustainable.

Led by Executive Director Gideon Arthurs, and Artistic Director Weyni Mengesha, Soulpepper's home is the Young Centre for the Performing Arts situated in the Distillery Historic District in downtown Toronto. Soulpepper's annual budget is approximately \$8 million and engages roughly 40 employees and 250+ artists annually.

Organizational Culture and Values

Both organizations are strongly committed to creating inclusive and equitable work environments for their teams where everyone's experience is both valued and reflected. This position will play a key role in supporting that. Applications from all qualified candidates are welcome and we encourage applications from individuals who are Indigenous, Black, Persons of Colour, Trans, Disabled persons and from equity-seeking groups.