POSITION: Part-time Building Supervisor

DEPARTMENT: YC Operation

REPORTS TO: Manager of Building Operations

GENERAL DESCRIPTION

The Building Supervisor is responsible to supervise the operation of building services and to help provide a comfortable, safe and clean environment for staff, tenants and patrons during scheduled hours. This is a part-time position.

We are looking for an entry-level, junior position, Building Supervisor for operational and technical support to work 2 of the following 3 shifts per week: Saturdays - 8am to 4pm, Sundays - 10am to 6pm, Mondays - 3pm to 10pm.

Occasionally, other shifts during the week may become available (i.e. for vacation coverage, large event setup, etc.). On average around 16-24 hrs / week.

Rate of pay: $22.75/hour

KEY RESPONSIBILITIES

- Be responsible for the general safety and security of the facility and specific monitoring of all the public areas before, during and after public performances and other scheduled/booked events.
- To open and/or close the facility at the beginning/end of the daily shift as applicable.
- Daily housekeeping (some light custodial duties) of rooms and common areas as well as general up keep of the building.
- Removing snow and ice from entrances and walkways when required.
- Receiving deliveries throughout the day.
- The moving of furniture, food & beverage supplies, boxes, etc.
- Complete furniture (i.e. tables, chairs, easels, etc.) set ups and tear downs for events during your shift.
- Working with and managing Concierge/security staff, contractors, and cleaning staff when required.
- Participation in all safety training as appropriate including fire drills, evacuations, WHMIS, first-aid training, etc.
- Occasionally co-ordinate with and supervise a small team of tradespeople to complete after hours maintenance and repairs.
- Record and email a daily activity log.
- Advise the Manager of Building Operation of supply requirements, parts shortages and workplace hazards.
- Maintains equipment (i.e. tables, chairs, benches, dollies, etc.) to ensure that they are clean and in working condition. Reports any damages.
- Communicate with the Patron Services department and theatrical staff before and during each performance.
- Monitors building temperature, lighting and plumbing systems for damage or malfunction and reports problems to supervisor.
- Responds to requests from staff or the general public and provides assistance as required.
- Other duties as required or requested, in a prompt, safe and efficient manner. The position requires common courtesy in dealing with staff, our patrons, and the general public.

Supervise and inspect the proper operation of:

- heating, cooling and air handling systems (i.e. ensuring comfortable room temperatures).
- electrical, plumbing, lighting and related fixtures (i.e. tripped breakers, water leaks, burnt light bulbs).
- emergency and fire protection/life safety systems (i.e. fire panel and emergency lighting power inverter).
- our computer-based building automation software (WebCTRL).

- the building's interior and exterior components, including doors and door hardware, walls, light fixtures, TV monitors and signage.

QUALIFICATIONS

- Good verbal and written communication skills to interface effectively with other departments and the general public.
- Job requires professional work ethic and the ability to work with minimal supervision.
- Ability to multi-task, as well as prioritize jobs.
- Computer Skill; knowledge of Microsoft Office applications (especially Excel, Outlook and Word). Also, ability to use a computer to create or obtain relevant scheduling and setup information.
- Must be certified in First Aid/CPR and WHMIS training or be willing to obtain certification.
- Knowledge of Health and Safety legislation or a willingness to be trained.
- This position requires the ability to work with considerable independence in a team environment.
- Ability to lift tables, chairs and other related equipment up to 50lbs. Job involves occasional bending, pulling, pushing and lifting.
- Organizational skills to coordinate multiple activities.
- Job involves high attention to detail and some pressure related to meeting frequent deadlines.

WORKING CONDITIONS:

- Working environment occasionally contains some risks (i.e. at heights, etc.). Safety precautions (PPE) are provided and required to be used as needed.
- Some exposure to noise (i.e. concerts) and inadequate lighting (i.e. dark backstage hallways).

EDUCATION/EXPERIENCE:

- A minimum of 2 years related working experience preferably in a not-for-profit environment, especially in a performing arts centre.
- Capable of light handiwork, carpentry work, minor plumbing/electrical and painting/plastering skills all assets.
- Must possess an understanding of or the ability to learn and comply with the Employment Safety Standards set out by the Ministry of Labour.

HOW TO APPLY

The Young Centre for the Performing Arts is an equal opportunity employer and invites all applicants with proper credentials to apply for the position. We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

Please send a cover letter and your resume via email to:

Cole Vincent – Interim Manager of Building Operations
jobs@soulpepper.ca

We thank all applicants for their interest in the Young Centre for the Performing Arts; however, only those applicants selected for an interview will be contacted.

Job Type: Permanent Part-time. Position starting mid-November 2026

Our hiring process does not use AI tools.

Candidates selected for an interview will be informed of their status within 45 days.