

## EMPLOYMENT OPPORTUNITY

### EDUCATION & PARTICIPATION PROGRAMS ASSISTANT

Young People's Theatre (YPT) launches the next stage in the company's 57-year history, co-led by Indigenous artist and new Artistic Director Herbie Barnes, and Executive Director Nancy Webster. This new era also marks the unveiling of YPT's expanded and renovated theatre complex, more than 10 years in the making. As Canada's largest and oldest professional theatre for young audiences, the company produces and presents a full season of theatre and arts education programming, serving approximately 150,000 patrons annually. With the purchase of a multi-use building across the street from its historic theatre, YPT has expanded its footprint, increased its accessibility, refreshed its lobbies, and upgraded the theatrical equipment capabilities of its 450-seat Mainstage and 115-seat Studio. United in vision, the two facilities now anchor the corner of Front and Frederick streets in downtown Toronto creating Canada's largest theatre complex for young people. With its broad-ranging educational programs and exceptional productions, the company has an annual operating budget of approximately \$5 million. The family-friendly employee culture at YPT (given that hours are primarily daytime) encourages ingenuity, teamwork, and an atmosphere of learning. In fact, learning is at the centre of everything we do.

With the opening of its new theatrical facility, YPT is currently searching for candidates to fill the full-time position of **Education & Participation Programs Assistant**, reporting to the **Senior Education Managers** and working under the supervision of the Drama School Director for Drama School duties.

#### Key Responsibilities

- Assist with planning, administering, and delivering programming for the Education & Participation (E&P) department
- Onboarding new & returning volunteer Drama School Teaching Assistants (DSTAs)
- Administer Drama School volunteer program, including scheduling DSTAs at each Drama School location
- Maintain positive communications and foster relationships with external stakeholders including parents and caregivers of Drama School students and Drama School educators
- Assist with planning and coordination of Drama School programs
- Assist with maintaining and updating databases including student registrations, account information, statistics, and record keeping
- Provide onsite support for Drama School programs and presentations at YPT and satellite locations across the GTA

#### Required Skills:

- Exemplary communications skills, both verbal and written
- Excellent computer literacy (particularly Excel, Word and Outlook)
- Exceptional time management skills
- Ability to prioritize
- Ability to work weekends
- Comfortable performing physical activities such as lifting, carrying, pushing, and pulling
- Familiarity with arts administration/not-for-profit sector considered an asset
- Experience and/or interest in arts education and working with young people

- Completion of a college- or university-level program in the arts, education, or arts administration considered an asset

In accordance with YPT's policy, and as a condition of employment, the successful candidate will be required to pass a satisfactory police Vulnerable Sector Screening Check. Young People's Theatre is proud to be an equal-opportunity employer that strongly supports and values diversity and fosters an equitable and inclusive work environment that includes accommodation. Applications from all qualified candidates are welcome, and people with disabilities and individuals from equity-seeking groups are encouraged to apply.

Interested candidates should email a resume and cover letter in one file to:  
[search@youngpeoplestheatre.org](mailto:search@youngpeoplestheatre.org).

**Applications for consideration must be submitted by August 26, 2022 at 5PM**, with the position commencing in September 2022. YPT thanks all applicants, but will respond only to those selected for an interview.