

## EMPLOYMENT OPPORTUNITY ADMINISTRATIVE ASSOCIATE

Young People's Theatre (YPT) launches the next stage in the company's 57-year history, co-led by 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 433-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.

YPT is currently searching for candidates to fill the full-time position of **Administrative Associate**, reporting to the **Executive Director** and working closely with the Senior Director of Administration. This full-time position also acts as a liaison to the Board of Directors. Salary: \$50,000-52,000 annually.

### Key Responsibilities:

- Administrative assistance for the Executive and Artistic Directors including scheduling and correspondence.
- Principal coordinator and scheduler of grant applications and reports, including gathering statistics from various YPT departments.
- Overall coordination of Board activities and files; recording secretary at Board meetings.
- Coordination and communication of internal information.
- Accommodation and travel planning and coordination; welcome packages for visiting artists.
- Other duties as assigned.

### Required Skills:

- Excellent computer skills within a Microsoft Office environment.
- Excellent interpersonal, organizational, and verbal & written communication skills.
- Strong attention to detail and confidentiality.
- Knowledge of general theatre practices and prior relevant experience is an asset.

In accordance with YPT's policy, 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, which includes accessibility accommodation. Please note that YPT currently has a hybrid work policy, with staff working part-time remotely, and part-time in-person at our theatre offices. As soon as the theatre deems it safe for the purposes of maintaining the health and safety of our professional production and education work, the position will resume its regular full-time work on location. Please note that proof of vaccination is required for this position.

Interested candidates should email resumes and cover letters in **one file** to: [search@youngpeoplestheatre.org](mailto:search@youngpeoplestheatre.org)  
**Applications for consideration must be submitted by Tuesday, October 10, 2023 at 5:00PM.**

Please quote "Administrative Associate" in the subject line of your email.

YPT thanks all applicants, but will only contact those selected for an interview.