

CAREER OPPORTUNITY

COMMUNITY PROGRAMMING COORDINATOR

About Us

Young People's Theatre (YPT) recently launched the next stage in the company's 58-year history, co-led by Artistic Director Herbie Barnes and Executive Director Nancy Webster. This new era also marked 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 and renovation of YPT 161 Studios 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 Ada Slight Stage 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 professional productions, the company has an annual operating budget of approximately \$5 million.

YPT's locations are, 165 Front St E and 161 Frederick St. YPT office staff are currently operating in a flexible work model that blends in-office and remote work.

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.

About the Role

YPT is currently searching for candidates to fill the full-time position of **Community Programming Coordinator**, reporting to the **Associate Director, Education & Participation**. YPT is looking for an artist educator with significant administration experience to fill this role within our dynamic Education & Participation (E&P) Department. We are seeking someone who loves collaborating with their co-workers as well as working with children and youth. This is a full-time permanent position.

Key Responsibilities *(include but are not limited to):*

- Expand YPT's community engagement program.
- Plan and coordinate community programming residencies and workshops, including scheduling, and contracting artist educators.
- Research and make connections for long-term community partnerships, including within Indigenous communities beyond the GTA.

- Collaborate with other YPT departments to coordinate YPT's accessible performances each season.
- Research best practices, organize community consultation, build and support outreach for accessible performances.
- Other duties as assigned.

Required Qualifications and Skills

- Three years' experience in arts education or community arts. A post-secondary degree in Education, Community Engaged Arts, or Arts Administration is an asset, as is work within a professional theatre setting.
- Knowledge of, and/or experience working with young people in community settings or schools as an artist/educator.
- Strong communication skills, organizational skills and attention to detail.
- Excellent people skills; comfort with, and experience in, meeting people from all backgrounds, abilities and experiences.
- Some evening and weekend work will be required, which will be compensated with lieu time.
- Strong computer skills, specifically Microsoft Office Suite.

Compensation & Benefits

- \$42,000-\$44,000
- Extended health benefits and matching RRSP (up to 3%) upon successful completion of 3-month probationary period
- 12 paid sick days

Inclusion

YPT is committed to creating a diverse, equitable, and inclusive work environment. We are proud to be an equal-opportunity employer. All qualified candidates will receive consideration for this opportunity without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

Accessibility

YPT is committed to barrier-free employment practices. If you require accommodation at any stage of the recruitment and selection process please let us know.

Application Process

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. Please note that proof of vaccination is required for this position.

How to Apply

Interested candidates should email resumes and cover letters in **one file with subject line** "Community Programming Coordinator" to:

search@youngpeoplestheatre.org

Applications must be submitted by Friday, January 19, 2024 at 5:00 PM.

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