

CAREER OPPORTUNITY OPERATIONS ASSISTANT

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 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 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.

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 a candidate to fill the permanent, full-time permanent position of **Operations Assistant**. Reporting to both the **Director of Operations** and the **Director of Production & Planning**, this individual plays a critical role in the day-to-day operations of the company given that it now runs two facilities. This position is based on site at both YPT locations, 165 Front St E and 161 Frederick St.

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

- Participate in the coordination and execution of facility maintenance, upkeep, general repairs, and custodial work.
- Facilitate the work of external contractors, technicians and other operations-related service providers.
- Assist with the execution of facility rentals, both in YPT's performance, rehearsal and public spaces. Be the primary onsite representative for evening and weekend rentals.
- Serve as a driver for both the Operations and Production Departments and coordinate the maintenance, booking and overall operation of YPT vehicles.
- Adhere to, implement and enforce YPT's Health and Safety policies and procedures.
- Be available for evening and weekend work as required, which will be compensated with lieu time.
- Other duties as assigned.

Required Qualifications and Skills

- Valid Ontario Class G Driver's license (or equivalent).
- Knowledge/experience with building operations, general maintenance and/or technical theatre an asset.
- Valid Working at Heights certificate an asset.
- Strong attention to detail, proficiency with Microsoft Office.
- Ability to engage in occasional heavy lifting (up to approximately 20 kg) and work in all-weather conditions.

Compensation & Benefits

- \$ 42,000 - \$45,000
- Extended health benefits and matching RRSP (up to 3%) upon successful completion of a 3-month probationary period
- 12 paid sick days & 2 paid personal days

Inclusion

Young People's Theatre 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 "Operations Assistant"** to:

search@youngpeoplestheatre.org

Applications must be submitted by Sunday, January 21, 2024 at 5:00 PM.

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