

EMPLOYMENT OPPORTUNITY

EDUCATION & PARTICIPATION PROGRAMS COORDINATOR

About Us

Young People's Theatre (YPT) will soon launch the company's 59-year season, co-led by Artistic Director Herbie Barnes and incoming Executive Director Camilla Holland. 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 in 2021, 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.

Our office staff are currently operating in a hybrid work model that blends on-site 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 **Education & Participation Programs 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, salaried position.

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

- Coordination of school and community programming including planning, scheduling and communication with YPT staff, educators, community partners and artist educators.
- Working with the Associate Director, Education & Participation to hire and schedule artist educators for school workshops and residencies as well as community programs.
- Member School program planning and development including ongoing communication with teachers and principals.
- Coordination and facilitation of post-performance Q&A sessions at the theatre.
- Internal coordination of YPT's accessible performances and associated events in conjunction with the Associate Director, Education & Participation.
- Ongoing needs assessment and program evaluation.

Required Qualifications and Skills:

- Three years' experience in arts education.
- Post-secondary degree in Education or Arts Administration and work experience in a professional theatre setting are assets.

- Knowledge of and/or experience working in schools as an artist/educator or equivalent community setting with young people.
- Strong communication skills, organizational skills and attention to detail.
- Ability to work with budgets.
- Excellent communication and people skills.
- Strong computer skills, specifically Microsoft Office Suite.

Compensation & Benefits

- Annual salary: \$42,000-\$44,000
- Extended health benefits
- Matching RRSP (3%)
- 10 vacation days
- 12 paid sick days & 2 personal days

Accessibility & Inclusion

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 accommodation. Applications from all qualified candidates are welcome, and people who are differently-abled and other individuals from equity-deserving groups are encouraged to apply. If you require accommodation at any stage of the recruitment and selection process, contact: search@youngpeoplestheatre.org

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 "Education & Participation Programs Coordinator"** to:

search@youngpeoplestheatre.org

Applications must be submitted by Friday, August 2, 2024 at 5:00 PM.

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