

EMPLOYMENT OPPORTUNITY JUNIOR OPERATIONS ASSISTANT

Young People's Theatre (YPT), soon entering its 61st season, is co-led by Artistic Director Herbie Barnes and 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 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 encourages ingenuity, teamwork, and an atmosphere of learning. In fact, learning is at the center of everything we do.

About the Role

YPT is currently searching for candidates to fill the existing vacancy for the seasonal position of **Junior Operations Assistant**, reporting to the Director of Operations.

This is a Canada Summer Jobs position commencing June 29, 2026 and ending on August 21, 2026. This position pays \$18.00/hour for 35 hours a week.

This position is entirely on-site, and work will occur at both our two facilities situated across the street from each other at 165 Front St E and 161 Frederick St in Toronto ON. Duties will involve tasks be performed both indoors and outdoors. The position will provide hands-on work experience for those with interest in and/or aptitude for the skilled trades or development as a general labourer or tradesperson. The position will offer opportunities through practical learning in a supportive real-world environment.

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

- Perform general maintenance and minor repairs (indoor and outdoor environments)
- Conduct routine inspections, inventory, asset management, purchasing
- Interface with trades people (e.g. service providers, external contractors)
- Assist with Information Technology (IT)
- Prepare, paint and decorate interior and exterior surfaces as required
- Perform custodial services as assigned by management
- Assist in supporting other departments or events as requested by management
- Perform other facilities duties as required including but not limited to security and fire safety related tasks
- Be available for occasional evening and weekend work as required

Desired Qualifications and Skills:

- Creative problem solving and strong sense of curiosity
- Able to perform physical tasks that require a mechanical aptitude
- Comfortable working with various tools such as power tools and hand tools
- Comfortable performing physical activities such as climbing, lifting, carrying, pushing and pulling
- Goal oriented
- Good communication skills

Eligibility

To be eligible to participate in the Canada Summer Jobs program, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

PLEASE NOTE: International students are not eligible participants under this program. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are likewise ineligible to participate under Canada Summer Jobs.

Accessibility & Inclusion

Young People's Theatre is an equal-opportunity employer. We strongly support and value diversity and fostering an equitable and inclusive work environment which includes accommodation. Applications from all qualified candidates are welcome, individuals from equity-deserving groups are encouraged to apply. If you require accommodation at any stage of the recruitment and selection process, contact: search@youngpeopletheatre.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 can apply by emailing their resume and cover letter in one file with subject line "Junior Operations Assistant" to: search@youngpeopletheatre.org

Submit applications by: **Friday, May 29th, 2026 @ 5pm.**

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