

THE ORGANIZATION:

A unique joint venture between Soulpepper Theatre Company and George Brown College, the Young Centre for the Performing Arts, located in Toronto's Historic Distillery District, is Canada's only performing arts, education and community outreach centre.

The Young Centre is an organization committed to pursuing Radical Inclusion. Applicants of all experience levels and abilities are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, 2SLGBTQIA+ and Disabled persons.

THE POSITION

Operations Services and Events Coordinator will be responsible for all aspects of rental and event activities to ensure positive client relations, perform day-to-day administrative duties for the Young Centre and organize and manage events in the building.

RESPONSIBILITIES

- Coordinates room and theatre bookings for Soulpepper Theatre Company and George Brown Theatre School; and external clients
- Prepares booking and rental quotes, license agreements and invoices for clients in accordance with established policies and procedures and in consultation with the Senior Manager of Patron and Operations Services
- Ensures that licensees meet all contractual obligations as required, including insurance coverage and receipt of payments; handles collections if required
- Provide administrative support to the Senior Manager of Patron & Operations Services
- Administer general office duties including reception, file maintenance, communication, knowledge of office equipment and office supply inventory, courier and prepare reports as needed
- Supports the Café Manager in the oversight of the YC-Café, including but not limited to processing accounts payable
- Works with all departments of Soulpepper Theatre Company and the Young Centre in the planning and execution of any events occurring in the Young Centre.
- This includes but is not limited to planning each event with attention to financial and time constraints, negotiating with vendors to achieve best terms, managing event happenings and be present to resolve any challenges.
- Creates and disseminates information packages and leads facility tours
- Contributes to the overall success of the Young Centre by accomplishing related results as needed.

KNOWLEDGE AND SKILLS

- 2-5 years' experience in venue coordination with some financial accountability
- Experience in events management or production

- Excellent computer skills, including a thorough knowledge of Excel and MS Office. Knowledge of Tessitura, an asset
- Ability to coordinate multiple projects simultaneously, prioritize workload and meet deadlines
- Excellent understanding of venue policies and procedures
- Self-starter, flexible, highly organized
- Ability to work independently as well as in a team environment

COMPENSATION

- Salary starting at \$55,000
- 15 vacation days, 5 paid sick days and 5 personal days • Health and dental benefits

WORKING CONDITIONS

Duties will be performed in a regular office environment as well as throughout the venue. A flexible work schedule, including evening and weekend work, is required.

COVID 19 CONDITIONS

Please see attached policy.

HOW TO APPLY:

The Young Centre is committed to reflecting the diversity of our community and our country. As an equal opportunity employer we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities. We are committed to providing accommodations for persons with disabilities in all parts of the application/hiring process. The Young Centre invites candidates who may require assistance during the application/hiring process to please let us know and we will work with you to meet your needs.

Please send resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization to jobs@youngcentre.ca no later than October 28th, 2022

Please quote OPSEVENTS22 in the subject line of your email.

We thank all applicants for their interest in the Young Centre for the Performing Arts; however, only those applicants selected for an interview will be contacted.