

Job Posting – Full-Time Position

Executive Assistant to the Executive Director

THE ORGANIZATION

Soulpepper Theatre Company's (Soulpepper) vision is to share vital stories that connect us all. Soulpepper delivers on that mission by producing a year-round season of over 500 events, including plays, concerts, musicals, festivals and presentations. Soulpepper plays a vital civic role in our community through free education programs, Community Conversation series, paid artist training, environmental sustainability initiatives, and newcomer welcome programs. Soulpepper strives to ensure theatre is accessible to all by offering ASL interpretation, Relaxed Performances, free tickets to arts workers and those under 25 years old, and ensuring a public \$25 ticket price for all our programs. During COVID, Soulpepper adapted to digital platforms, offering free, shareable content, including play readings, workshops, interviews and concerts.

Led by Executive Director, Gideon Arthurs and Artistic Director, Weyni Mengesha, Soulpepper's home is the Young Centre for the Performing Arts situated in the Distillery Historic District in Corktown, downtown Toronto.

Soulpepper is an organization committed to pursuing Radical Inclusion that is building a program and organization where everyone's experience is both valued and reflected. Applicants of all experience levels are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, Trans, and Disabled persons.

THE POSITION

Working jointly with the Executive Assistant to the Artistic Director (EA-AD), and reporting to the Executive Director, the EA-ED will run the ED's office, providing a first point of contact for all enquiries, working to ensure professional communications and effective scheduling, and providing administrative and project support where required.

This position also serves as Assistant Secretary to the Board Chair and is responsible for overall board and board committee administration, including overseeing the scheduling of meetings, minute taking, stewardship, the circulation of paperwork and the general functioning of the Board.

RESPONSIBILITIES

Executive Office

- Present a welcoming, professional, and efficient front to the Executive office (virtual and in person).
- Manage the schedules of the ED, responding to inquiries, arranging appointments, prioritizing, and dealing with scheduling conflicts as they arise.
- Be a first point of contact for the ED, on email, mail, phone or in person, responding to inquiries as necessary.
- Ensure that the ED is sufficiently briefed on prep and paperwork as required by their schedule.
- Ensure that necessary meeting virtual spaces/rooms/locations are booked, with appropriate arrangements for guest log in details, welcome and refreshments (when appropriate).
- In collaboration with the EA-AD, manage Senior Management Team meeting agendas and reports.
- Maintain strict confidentiality of all highly sensitive, personal, financial, board, donor, and patron matters.
- Arrange and manage all business travel and accommodation for the ED as and when required.

- Manage the expense budget for the ED, reporting to the Finance Department as and when required.
- Manage correspondence as required by the ED.

Board Management

- Provide secretarial support to both the Board of Directors, the Finance and Operations committee, and other committees as required, including the timely preparation and circulation of papers and minute taking.
- Work with the ED to schedule Board and Committee meetings.
- Provide support to the Soulpepper Board Chair in managing Soulpepper appointments, facilitating scheduling and preparing for meetings.

Other

- Assist the ED with support materials (e.g. online research, document review, etc).
- Ensure that appropriate systems, files and archives are kept on behalf of the ED.

Other duties as may be required.

CANDIDATE KNOWLEDGE & SKILLS

The successful candidate is required to have the following knowledge and skills:

- A minimum of 3 years' experience working with/supporting Senior Executives or similar experience
- A passion for theatre
- Excellent planning, organization and time-management
- Superior interpersonal and oral/written communication
- Confidence in multiple IT programs and platforms
- An eye for detail
- Flexibility
- Ability to take direction well
- Ability to work independently as well as in a team environment
- Ability to thrive in a fast-paced work environment with multiple competing deadlines

WORKING CONDITIONS

- Performs most duties in a regular office environment with some flexibility for remote working.
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work may occur outside of regular office hours including evenings and weekends.

VACCINATION CONDITIONS

In light of the impact of COVID-19 and, in particular, the continuing concerns with variants of COVID-19, Public Health recommendations, and the ready availability of the COVID-19 vaccine, Soulpepper has introduced a mandatory vaccination policy. Soulpepper is strictly mandating that all Employees and Third-Party Companies confirm they have been fully vaccinated with a COVID-19 vaccine approved by the World Health Organization (WHO). New employees must provide proof of being fully vaccinated no later than 2-weeks prior to their first scheduled day on any Premises. The Company will

consider any request for accommodation by an employee who is unable to be vaccinated for bona fide and certified medical reasons, in line with the Human Rights Code.

COMPENSATION

- Salary of \$43,000-\$48,500 depending on experience
- 15 vacation days, 5 paid sick days and 5 personal days
- Health and dental benefits

HOW TO APPLY

Soulpepper 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. Soulpepper is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs. Soulpepper thanks all candidates for their interest however, will only contact those selected for interviews.

Please e-mail resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization to EA.ED@soulpepper.ca by July 26. Please quote the role title in the subject line when applying by email.