

# Roseneath Theatre

## **Job Title: Education and Outreach Coordinator**

**Location:** Roseneath Theatre, 651 Dufferin Street (3<sup>rd</sup> Floor), Toronto ON M6K 2B2

**Salary:** \$36,000-39,000 (30-hour work week)

**Reports to:** Executive Director / Artistic Director

**Reporting Staff:** Family Programs Instructors/Camp Counsellors

**Starting Date:** Monday, February 24, 2025

**Submission Deadline:** Monday, February 3, 2025

### **How to Apply:**

Please submit a cover letter and resume as one combined PDF to [ap@roseneath.ca](mailto:ap@roseneath.ca) by the **deadline of 5pm on Monday, February 3, 2025.**

Your cover letter should speak to the following:

1. Why you would like to work at Roseneath Theatre
2. Your experience in and/or passion for the arts, theatre, youth and education
3. A little about yourself (interests, goals, future plans)

### **Organization Description:**

Established in 1983, Roseneath Theatre is among Canada's leading producers of award-winning theatre for young audiences. Our thought-provoking plays investigate themes of mental health, social justice and equity through the power of live performance.

Roseneath's commitment to excellence has earned the company 54 Dora Mavor Moore nominations and 14 awards. Always entertaining and imaginative, our productions support cultural literacy, character education and specific curriculum expectations. For any child who has experienced being different and for everyone looking to support a friend, Roseneath's plays open a door to meaningful dialogue that has the power to reshape communities.

### **Job Purpose:**

The Education & Outreach Coordinator plays an integral role in generating sales/ bookings throughout Ontario school boards for each production. In coordination with the Community Engagement Coordinator, this position assists in the creation and dissemination of promotional materials for all Roseneath productions. In addition, the Education & Outreach Coordinator will deliver Roseneath's Family Programs.

The Education & Outreach Coordinator will take the lead in communications with school board contacts and principals, as well as municipal sponsorship proposals. The person in this position will oversee and contribute to the creation of all study guide and curriculum connected materials that accompany each touring production. This position requires a firm grasp on the educational structure in Ontario, and consistent knowledge of current policy and curriculum within the school boards. When possible, the Education & Outreach Coordinator will work with the Artistic Director to program, facilitate, and book community outreach projects and workshops.

Currently, the Education & Outreach Coordinator is a 30-hour/week salaried position that reports to both the Executive Director and Artistic Director. This contract has the potential to be renewed with an increase in weekly hours for the 2025-2026 season.

## **Primary Responsibilities:**

### **Sales and Education:**

- Work with Associate Producer to plan annual tour trajectory.
- Use promotional strategies to generate bookings that effectively use the planned tour schedule.
- Ensure that bookings/ sales fulfill grant requirements, and funding/ subsidy targets.
- With support from Administrative Staff, conduct accurate and efficient data entry, ensuring all necessary updates and information related to tour bookings are present in the database.
- Work towards an improved, streamlined system to make the booking process more accessible for all involved parties. Currently, this process is conducted through Google Forms.
- Prepare weekly/quarterly sales status reports for Executive & Artistic Directors.
- Actively inquire about potential bookings with Ontario schools through cold phone calls.
- Create and issue all contracts, invoices, and feedback forms for school performances, school workshops, and any readings done in educational settings (currently in partnership with Administrative Staff).
- Manage all administrative aspects of TDSB subsidies with support from the Executive Director. This refers to annual negotiation, invoicing, dissemination, tracking and reporting.
- Follow up with schools after performance dates and collect any outstanding payments.
- Assist Associate Producer with preparation of the tour binder. This relates to maps and plotting of drive times.
- Assist the Executive Director with research and reporting for grant writing.

### **Family Programs:**

- Applying creativity, enthusiasm, new ideas, and energy to growing and improving the program.
- Coordinating community outreach event participation (volunteers) of all ages.
- Providing leadership to youth leaders and volunteers at community outreach events.
- Maintaining the Family Programs section of the Theatre's website.
  
- Communications with families/parents/guardians.
- Managing registrations and payments.
- Communications, contracting and scheduling of educators, volunteers, and Youth Leaders.
- Processing payments and reconciling expenses/budget for all Family Programs activities.
- Maintaining and improving the organization of Family Programs and Education files, digital assets, and archives.

## **Secondary Responsibilities (*many will only apply on a case-by-case basis, or as necessary*):**

- Support and assist with fundraisers, led by the Associate Producer/Executive Director.
- Lead camps and classes as desired.

## **Formal Education, Qualifications and Knowledge Required:**

- A desire to work in the Arts Administration area of the sector.
- Interest in and/or at least one year of experience with not-for-profit and/or arts organizations.
- Knowledge of Excel and Word and other Microsoft Office applications.

- Excellent interpersonal and communication skills, including superior written and verbal skills.
- Ability to work both collaboratively and independently and to exercise initiative, resourcefulness, sound judgement, and problem solving.
- Understanding and appreciation for art and culture.
- Broad understanding of the professional performing arts sector.
- Understanding of basic database maintenance/management.
- Experience and post-secondary education are an asset.
- Genuine experience, respect, and enjoyment of children and youth
- Passion and understanding of key Diversity, Equity, Inclusivity, Accessibility, and Social Justice issues.
- Interest or experience with performing arts, drama, or Dungeons and Dragons are an asset.
- Exceptional skills and instincts in organization and time management.

#### **Learning Opportunities:**

- Gain familiarity with local community agencies.
- Learn about Ontario's education system - public, private, and Catholic.
- Make key contacts in performing arts, education, and social justice communities.
- Attend professional development workshops, conferences, and networking events for arts education professionals.
- Develop up to the minute vocabulary and distinctions in areas of EDIA, 2SLGBTQ+ and other social justice and equity areas.
- Learn about professional theatre and school performing.

#### **Working Conditions:**

Roseneath Theatre supports and empowers our employees to build their work schedule to complement their life schedule. Flexible working arrangements, and alternative working schedules are available to all employees.

*Roseneath Theatre is committed to ensuring that members of equity seeking communities have equitable access to employment. We are committed to maintaining an environment where all individuals are treated with dignity and respect and are free from all forms of discriminatory treatment, behaviour, or practice.*