



Job Description: Assistant Outdoor Festival Manager*

**This position is contingent on 25th Street Theatre receiving external funding.*

Organization Profile: The oldest professional theatre company in Saskatoon, 25th Street Theatre is committed to supporting the artistic development and innovation of theatre in Saskatchewan by:

- providing safe creative spaces where the overall health of artists is recognized as being invaluable to the process;
- amplifying the voices of those who are underrepresented in our community;
- facilitating connections between artists and the community,
- embodying environmental stewardship;
- ensuring financial stability and accountable governance; and
- providing equitable access to the communities we seek to serve.

25th Street Theatre will be presenting the 35th annual Saskatoon Fringe Festival in Saskatoon from July 31st to August 10th, 2025 facilitating the performances of 21 unique theatre companies who will be performing over 125 performances in just 10 days. Using three venues and an expansive outdoor festival site, the Saskatoon Fringe Festival hosts approximately 40,000 attendees each year. 25th Street Theatre is an exciting and dynamic organization.

Anticipated Start Date: June 23, 2025

Term of Contract: 8 Weeks

Time Commitment: An average of 30 hours per week, with some overtime during the week of the Festival.

Compensation: \$18.00 per hour

Vacation: To be paid out each pay period in lieu of paid time off

Pay Period: Semi Monthly

Reports To: Outdoor Festival Manager

Desired Skills & Experience:

- Event management experience
- Exceptional organizational skills
- Experience leading a team of people
- Effective communication skills
- Comfortable delegating responsibilities
- Ability to efficiently work unsupervised

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- Ability to identify potential problems and implement solutions
 - Ability to make cold calls
 - Working knowledge of Microsoft Office and Google Suite
- Requirements:
- Must be below the age of 30 years old at the start of the contract, and legally eligible to work in Canada
 - A current driver's license
 - Criminal Record Check with a Vulnerable Persons Sector Search
 - Ability and willingness to perform manual labour
 - Ability to work outdoors in temperatures that can be in excess of 30 degrees Celsius
- Additional Information:
- Experience in the performing arts sector or in event management is an asset
 - Technical expertise is an asset
 - Connections to a variety of community groups and members is an asset
 - Access to personal transportation is an asset
- Position Overview: The Assistant Outdoor Festival Manager will assist with the planning and execution of the outdoor portion of the Saskatoon Fringe Festival including all infrastructure needs.
- Areas of Responsibility: Outdoor Festival Management
- Assist with overseeing the construction, day-to-day operations, and maintenance of the Outdoor Festival site which will include:
 - Food Vendors
 - Artisan Vendors
 - Bike Valet Service
 - Live entertainment
 - Community art activities
 - Fundraising initiatives
 - Carnival Games
 - Ensure the outdoor portion of the Festival is welcoming, safe, clean, and functional
 - Assist in managing contract services related to the outdoor portion of the Festival
 - Assist the Outdoor Festival Manager in ensuring adequate infrastructure and adherence to bylaws
 - Problem solving issues as they arise on the site
 - Assist with ensuring safe access to power sources to meet the needs of the Festival

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- Assist with arranging the rental, delivery, and return or storage of materials needed for the outdoor portion of the Festival

Human Resources

- Assist with training and overseeing the support staff including security services
- Assist with administering the tracking of hours for support staff
- Assist with upholding the agreements between the Festival and applicable unions, contract service providers, employees, and suppliers

Administration

- Play an active role in ensuring that safety protocols are followed to ensure the safety of patrons, volunteers, and the artists
- Adhere to a task completion schedule
- Maintain a consistent onsite presence throughout the Festival
- Regularly attending staff meetings as required

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