



Job Description: Assistant Volunteer Coordinator*

**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: Volunteer Coordinator

Desired Skills & Experience:

- Exceptional organizational skills
- Effective communication skills
- Ability to efficiently work unsupervised
- Ability to identify potential problems and implement solutions
- Ability to make cold calls

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- Volunteer experience
 - 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 Volunteer Coordinator will assist with the recruitment, planning, training, and scheduling of the volunteers of the Saskatoon Fringe Festival.
- Areas of Responsibility: Volunteer Management
- Assist with recruiting volunteers
 - Assist with scheduling volunteers
 - Assist with fostering connections with key stakeholders including priority community groups
 - Work with staff to determine necessary volunteer positions
 - Assist in the creation of a detailed call for volunteers that outlines the requirements of each position
 - Communicate directly with volunteers in a timely fashion
 - Assist with updating and editing the volunteer position descriptions
 - Assist with creating welcome information packages for volunteers
 - Assist with acquiring all necessary information from volunteers
 - Work with volunteers to problem solve issues as they arise, including point of sale issues
 - Work with volunteers and staff to ensure all volunteers are operating to the designated safety standards
 - Assist with volunteer training, including utilizing point of sales systems and technology

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- Assist with facilitating, overseeing, and managing volunteer appreciation events

Administration

- Assist with the set up, management, and take down of the volunteer headquarters for the Festival
- Work with other staff members 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
- Other duties as assigned

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