



Job Description: Festival Sales Assistant*

**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: July 7, 2025

Term of Contract: 6 Weeks

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

Compensation: \$16.50 to \$17.50 per hour depending on experience

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

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

Requirements

- Must be below the age of 30 years old at the start of the contract, and legally eligible to work in Canada

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- 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

Position Overview:

The Festival Sales Assistant will work as part of a team to build, maintain, and dismantle the infrastructure needed to operate the Saskatoon Fringe Festival including duties related to administration and sales responsibilities.

Areas of Responsibility:

Outdoor

- Assist with constructing site items to design specifications
- Aid with the receiving of products for the Festival
- Participate in the creation and placement of the infrastructure needed for the Festival
- Work as part of a team to construct the outdoor site for the Festival
- Help resolve technical issues related to the site
- Participate in the maintenance of the Outdoor Festival site.
- Participate in the removal of all Festival infrastructure at the end of the Festival

Sales

- Assist with the administration of all festival related sales (e.g. theatre tickets, merchandise, beverages)
- Use technology to administer sales
- Assist with daily cash-outs
- Handle cash and make change as needed
- Assist with the preparation of daily reconciliation reports
- Provide in person, online, and over the phone support to patrons
- Assist volunteers in ticket sales technology
- Troubleshoot problems as they arise
- Assist with the set-up and maintenance of the sales office

Administration

- Assist senior staff members with administrative tasks as necessary
- Adhere to safety protocols to protect the safety of yourself, other staff members, patrons, volunteers, and the artists

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- Maintain a consistent onsite presence throughout the Festival
- Regularly attend staff meetings
- Other duties as may be assigned