



Job Description: Assistant Artist 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 annual Saskatoon Fringe Festival in Saskatoon from July 30th to August 8th, 2026, 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 22, 2026
- 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:** Artist Manager
- 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
 - 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 Artist Manager works with the Artist Manager and the Production Manager to coordinate all aspects of the theatre portion of the Festival and assists with coordinating the other artists participating in the outdoor portion of the Festival.

Areas of Responsibility: Theatre Artists

- Assist in communicating directly with theatre artists in a timely fashion
- Assist in creating welcome packages for theatre artists
- Assist in acquiring all necessary information from theatre artists
- Assist in ensuring all appropriate technical and logistical venue needs are met
- Assisting with arranging accommodations for touring artists
- Assist in gathering all necessary information and forms from artists
- Other duties as assigned

Outdoor Artists

- Assist in communicating directly with outdoor performing artists in a timely fashion
- Assist in creating welcome packages for outdoor performing artists
- Assist in creating the outdoor performing artists' performance schedule
- Assisting with arranging accommodations for outdoor performing artists
- Working with outdoor performing artists to problem-solve issues as they arise
- Assist in gathering all necessary fees, information, and forms from outdoor performing artists
- Assist in communicating directly with artisan vendors in a timely fashion
- Assist in creating welcome packages for artisan vendors. Assist in creating the schedule for artisan vendors
- Working with the artisan vendors to problem-solve issues as they arise
- Assist in gathering all necessary fees, information, and forms from artisan vendors
- Assist with coordinating the load-in and load-out of artisan vendors
- Other duties as assigned

Administration

- Creating and adhering to a task completion schedule
- Working with other staff members to ensure that appropriate safety protocols are in place to ensure the safety of patrons, volunteers, and artists
- Maintaining a consistent on-site presence throughout the Festival
- Regularly attending staff meetings as required
- Other duties as assigned