



Job Description: Assistant Sales 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:** July 6th, 2026
- Term of Contract:** 6 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:** Sales 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
 - Working knowledge of point-of-sale systems
- 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 are an asset
- Access to personal transportation is an asset

Position Overview:

Reporting to the Sales Manager, the Assistant Sales Manager is responsible for assisting with administering all ticket and merchandise sales in the lead up to and during the Saskatoon Fringe Festival, as well as assisting with the management of additional sales team members.

Areas of Responsibility:

Sales Management

- Assist with coordinating and ensuring the functionality of the technology and software needed to administer sales
- Assist with ordering and managing the necessary inventory for the licensed area
- Assist with ensuring adequate infrastructure needed to administer sales
- Participating in daily cash-outs
- Assisting with regularly and consistently providing artists with sales reports
- Providing in-person, online, and over-the-phone support to patrons
- Assist with training support staff and volunteers in ticket sales technology
- Troubleshooting problems as they arise
- Assisting with overseeing the set-up and maintenance of the central sales office

Human Resources

- Participating in the training and management of the sales support staff
- Administering and upholding the agreements with third parties related to sales

Administration

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