



Job Description: Environmental Initiatives 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 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 6, 2026
- Term of Contract:** 6 Weeks
- Reports to:** Operations Manager
- Time Commitment:** An average of 30 hours per week, with some overtime during the week of the Festival
- Compensation:** \$18 per hour
- 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
 - Environmental awareness/education/experience 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
 - 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: A new position to the Saskatoon Fringe team, the Environmental Initiatives Coordinator will play an essential role in implementing the environmental initiatives we aim to undertake as part of the 2026 Saskatoon Fringe Festival.

Areas of Responsibility: Infrastructure Management

- Overseeing and participating in the installation and maintenance of solar lighting throughout the Festival site
- Overseeing and participating in the installation and maintenance of the water station
- Overseeing and participating in the construction and management of the on-site complimentary bike valet
- Overseeing and participating in placing the infrastructure necessary (e.g., wood chips) to protect the green space used throughout the Festival
- Overseeing and participating in the placement and maintenance of waste receptacles with the goal of diverting waste from the landfill throughout the Festival site
- Participate in the removal and storage (if applicable) of the environmental infrastructure at the end of the Festival

Education

- Work with existing environmental organizations to coordinate education initiatives in the lead-up to and during the Festival site
- Coordinating potential collaborations with existing environmental organizations to create engaging learning opportunities for Festival patrons
- Working with the other staff members to ensure patrons are aware of environmentally conscious choices available to them before they come to the Festival site, as well as while they are on the Festival site
- Gather data on the effectiveness of implemented initiatives and compile them into a report

Volunteer Management

- Working with the Volunteer Coordinator to recruit a team of volunteers to be the Fringe Green Team
- Communicating, training, and scheduling the Fringe Green Team
- Gathering real-time feedback from the Green Team on the effectiveness of the implemented environmental initiatives and making the necessary adjustments

Administration

- Manage the budget related to the scope of responsibilities
- Adhere to safety protocols to protect the safety of yourself, other staff members, patrons, volunteers, and the artists
- Maintain a consistent onsite presence throughout the Festival
- Creating detailed documentation to guide future users of the environmental infrastructure.
- Regularly attend staff meetings
- Other duties as may be assigned