



Job Description: Youth 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:** Production Manager/Artist Manager
- Time Commitment:** An average of 30 hours per week, with some overtime during the week of the Festival
- Compensation:** \$18 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 is an asset
 - Experience working with youth is an asset
 - Strong organizational skills are an asset
 - Evidence of the execution of past projects is an asset
 - A background in youth education 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 Youth Initiatives Coordinator will support our drop-in performing arts program for youth ages five and up, known as Collaboration Station, our new Collaboration Company aimed at youth ages 12 to 16, and coordinate our ever-popular carnival games at the 2026 Saskatoon Fringe Festival.

- Areas of Responsibility:**
- Collaboration Station
 - Coordinating and participating in the installation, maintenance, and management of the infrastructure needed for the drop-in program
 - Scheduling support staffing, and/or volunteers
 - Assisting the Program Leader in acquiring the necessary materials and supplies needed for the program
 - Assisting the Program Leader in executing the program should the attendance exceed expectations
 - Collaboration Company
 - Coordinating communication with registrants of the program
 - Ensuring all required infrastructure is in place for the program
 - Providing production support to the Program Leader during the rehearsal and the pre-production process
 - Assisting the Program Leader with coordinating participants and production needs during the production portion of the program
 - Carnival Games
 - Working with the year-round staff to determine the carnival games, and then gathering all equipment and supplies necessary
 - Overseeing and participating in the installation, maintenance, and management of interactive carnival-style games
 - Working with the Volunteer Coordinator to schedule and recruit the necessary volunteers for carnival games
 - Selecting and purchasing the supplies needed for the successful execution of the carnival games
 - Tracking and managing the budget provided for this initiative
 - Administration
 - Adhering to safety protocols to protect the safety of yourself, other staff members, patrons, volunteers, and the artists
 - Maintaining a consistent on-site presence throughout the Festival
 - Regularly attending staff meetings as needed
 - Other duties as may be assigned