



CONTRACTOR POSITION DESCRIPTION:

Shared Resources Project Coordinator

Project Description:

The Saskatoon Outdoor Festival Association (SOFA) is comprised of a variety of organizations who coordinate outdoor events in Saskatoon. With the support of the City of Saskatoon, and under the leadership of 25th Street Theatre, we are undertaking a project that seeks to support member organizations by providing applicable volunteer training, generating a shared volunteer recruitment strategy, and creating template agreements to help facilitate the sharing of resources amongst members.

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 presents the annual Saskatoon Fringe Festival in Saskatoon facilitating the performances of 21 unique theatre companies who perform 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.

Anticipated Start Date:

June 15th, 2026

Term of Contract:

Four months (June 15th to October 15th, 2026)

Reports to:

Artistic & Executive Director

Overall Time Commitment:

200 hours

Compensation:

\$5,000.00 flat fee

Position Overview:

The chosen candidate will be responsible for leading and executing the project as described in the project description.

Anticipated Scope of Work:

The anticipated scope of work for the position is as follows:

- **Administration**
 - Confirming, surveying, and coordinating member organizations
 - Managing the budget for the Project
 - Scheduling and facilitating meetings with SOFA members and stakeholders

- **Facilitating Shared Resources**
 - Creating an easily accessible and updatable shared resource database
 - Working with legal counsel to draft agreement templates for the sharing of resources

- **Harnessing the Power of Volunteers**
 - Recruiting volunteers for multiple festivals
 - Planning and coordinating a joint volunteer fair for SOFA members
 - Investigating possibilities for shared volunteer identification and recognition across all SOFA members, and implementing the decision of SOFA members
 - Communicating with and surveying existing volunteers to gather information on volunteer motivations and needs
 - Coordinating applicable volunteer training as determined by SOFA members
 - Gathering volunteer data from SOFA members

Position Requirements:

- Experience leading community projects
- Experience with grant reporting
- Experience as a volunteer
- Knowledge of the non-profit sector
- Previous project management experience
- Ability to adhere to the provided timelines
- Knowledge of Google Suite
- Knowledge of Microsoft programs
- Criminal Record Check with a Vulnerable Persons Sector Search



- Class 5 Driver's License
- Comfortable using online software

Desired Skills:

- Self-Sufficient
- Exceptional interpersonal skills
- Highly organized
- Excellent time management skills

How to Apply:

Please send a resume along with a cover letter outlining why you feel you are a good fit for this position to anita.smith@25thstreettheatre.org.

Please be aware that we are more interested in hearing what you have to say than seeing how well you can use AI, so please limit the use of AI when drafting your cover letter and resume.

Should you have accessibility needs that will aid in your ability to apply for the position, please contact us.

Deadline to Apply:

May 20th @ 11:59 PM