

# canadianstage

**POSITION TITLE:** Shakespeare in High Park Volunteer Coordinator  
**STATUS:** Total hours worked will not surpass 35 hours per week; Contract  
**DATES:** June 17 to September 2, 2019 (Tuesday through Sunday)

## **POSITION SUMMARY**

Canadian Stage, one of Canada's leading professional non-profit theatres, is searching for a Volunteer Coordinator at Shakespeare in High Park Reporting to the High Park Site Manager, this position is responsible for all volunteer and outreach coordination for all performances.

## **KEY RESPONSIBILITIES**

- Supports the High Park Site Manager;
- Assists with the orientation and training for all volunteers;
- Maintains an up-to-date database of volunteer information;
- Screens, places and schedules volunteers;
- Prints shift schedules and email reminders on a daily basis to all volunteers;
- Provides formal recognition at summer's end barbeque;
- Monitors volunteer performance and manages challenges as they arise;
- Ensures that volunteers represent Canadian Stage in a professional manner;
- Maintains a fun environment for volunteers, up to and including leading icebreakers before a shift;
- Planning volunteer appreciation events;
- Prepares and submits final reporting;
- Other duties, as assigned

## **QUALIFICATIONS**

- Interest in the performing arts, and/or arts education;
- Microsoft office knowledge;
- Excellent interpersonal skills;
- Strong organizational and supervisory skills;
- Ability to work evenings and weekends;
- Ability to work in a fast-paced environment with many disruptions.

## **The physical demands of this position include:**

- Constant standing and walking throughout shift
- Frequent lifting and carrying up to 20 pounds
- Occasional kneeling, pushing, pulling and lifting
- Occasional ascending or descending ladders, stairs and ramps

## **To be eligible, participants must:**

- be between 15 and 30 years of age at the start of the employment;

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- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Total hours worked will not surpass 35 hours per week; however, this position requires a 6 day per week commitment (Tuesday through Sunday) starting June 17**

## **APPLICATION PROCESS**

Submit a cover letter and resume by email to April Moon, Associate Director of Audience Services at [amoon@canadianstage.com](mailto:amoon@canadianstage.com) by **Friday May 24, 2019**. Please indicate **Application for SiHP Volunteer Coordinator** in the subject field.

*We thank everyone who applies, but only candidates selected for an interview will be contacted. All applications are considered confidential. Canadian Stage welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

## **COMPANY OVERVIEW**

Founded in 1987, Canadian Stage is one of the country's leading not-for-profit contemporary performing arts organizations. The company produces, presents, commissions, and collaborates with multiple partners on cross-disciplinary work with a focus on performance styles that integrate theatre, dance, film, visual arts and more. Sharing innovative and vibrant performance work from Canada and around the world, the company stages an annual season at three Toronto venues (The Bluma Appel Theatre at TOLive; The Berkeley Street Theatre; and the High Park Amphitheatre), in addition to running a series of artist training through our MFA in Theatre Stage Direction in collaboration with York University, RBC Emerging Artist Program, and TD Programs, Canadian Stage has established a distinct place within the national cultural landscape. Operating in the culturally vibrant downtown east end of Toronto, Canadian Stage is a home for new, challenging dynamic art forms, as well as an incubator and exporter of leading edge contemporary and multidisciplinary activity. For more information, visit [www.canadianstage.com](http://www.canadianstage.com)