

## **JOB POSTING: OPERATIONS MANAGER**

**Organization: Sum Theatre Corp.**

**Location: Saskatoon, SK (Hybrid: Remote + In-Person)**

**Position Type: Part-time Contract (March 23, 2025 – August 28, 2026)**

**Hours: 10-20 hours/week | \$22 - \$24/hour**

**Schedule: Flexible, with in-person shifts required some evenings and weekends**

**Last day to apply: Wednesday March 11th, 4:00pm**

### **JOB DESCRIPTION**

Help us strengthen communities through art! Sum Theatre is seeking an **Operations Manager** to assist with program delivery and administrative tasks. Reporting to the Artistic Director, the Operations Manager will have a broad range of responsibilities within our close-knit team. This position will suit an organized, energetic individual with a passion for live theatre.

This position is part-time, with flexible hours that will increase during the production period of Theatre in the Park (April 20 - June 28), with the potential for the contract to be extended upon completion of the term, in the fall. Duties will be in a hybrid setting, split between remote administrative support and in-person programming. This will include outdoor performances during some evenings and weekends.

### **COMPANY PROFILE**

At Sum Theatre, we use professional live theatre as a vehicle for building and engaging community. Based in Saskatoon, our work thrives on grassroots partnerships to support the creation of new work, and make theatre free for all. Our flagship program is Theatre in the Park, which creates and tours an original musical play to over 35 neighbourhood parks across Saskatchewan.

**OUR MISSION:** We build community by creating theatre experiences for everyone.

**OUR VISION:** We are all creative and valued people participating in art to build a more inclusive community. We talk together. We listen together. We create change together.

**OUR VALUES:** We are guided by our values of Fun, Inclusion, Innovation, Reciprocity, and Empathy.

### **KEY RESPONSIBILITIES**

- **Financial Support:** Assist with bookkeeping and cashflow management.
- **Project Management:** Collaborate with Sum staff to support planning, execution, and growth of Sum's programs, including Theatre in the Park, The First Monday, and Youth on the Rise.
- **Community and Audience Engagement:** Manage relationships with Sum's community partners, sponsors, and audiences, sometimes representing the company at meetings or events.



## COMPETENCIES

- Excellent communication and time management skills.
- Excellent written and oral communication skills.
- Experience in the arts is an asset.
- A valid driver's license and a personal vehicle are an asset.

## WHY WORK WITH SUM?

- Gain mentorship in Sum's community-driven approach to producing theatre.
- Shape and deliver theatre programming that serves over 10,000 people each year.
- This position is ideal for an artist seeking part-time work alongside their current practice.

***At Sum, we work relationally and prioritize creating a mentorship experience that serves YOU. What would you like to gain from this experience?***

## **To Apply: Deadline is Wednesday, March 11th at 4:00pm**

To express your interest, please send your **resume** and a **cover letter** which indicates:

1. Why do you want to work with Sum?
2. What are your administrative and creative strengths?

Please send your resume to [mac.d@sumtheatre.com](mailto:mac.d@sumtheatre.com) with the subject line "Operations Manager Application - YOUR NAME".