



Job Posting

Position Title:	Executive Director
Time Commitment:	20 hours per week*
Salary Range:	\$21,000 to \$29,000 per year dependent on experience and training
Additional Benefits:	Home office stipend of \$70 per month
Start Date:	March 1, 2022
Employment Term:	Ongoing
Location:	Saskatoon, SK
Reports To:	Board of Directors (elected by the membership)
Other:	Position will be work-from-home, with in-person work to take place when needed and safety guidelines allow.
Organization Profile:	<p>Saskatoon Summer Players (SSP) is a non-profit, registered charitable organization that strives to create and enrich community by producing the highest-quality, volunteer-based musical theatre. The core values of the organization are excellence, community, and inclusion.</p> <p>Since 1964, SSP productions have been produced, directed and performed by volunteers, giving local talent the opportunity to participate in full-scale musicals. Averaging three productions/public events annually, we take pride in providing Saskatoon with a musical theatre experience that continues to delight our patrons. We specialize in producing large-scale Broadway musicals. Nearly all of the shows that we program have received multiple Tony awards, and have received high praise from audiences before making their way to our stage. We have been the local premier producer for many shows including <i>RENT</i> (2014) and <i>Sweeney Todd</i> (2019) and have received back-to-back Planet S Best of Saskatoon awards in the Live Theatre category for our productions of <i>Annie</i> (2018) and <i>Sweeney Todd</i> (2019). SSP most recently produced the fully-staged, live-streamed production of <i>The Addams Family</i>.</p>

	<p>Since the beginning, SSP has been supported by a loyal base of committed volunteers. Volunteering/membership is open to everyone who has a love for live theatre and has talents or skills they want to share or is interested in learning more.</p>
Diversity & Inclusion Mandate:	<p>SSP is committed to inclusion and ensuring a safe, enjoyable, and equitable environment for all those involved with SSP. We welcome applications from all qualified persons including racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.</p>
Position Description:	<p>This position will be responsible for the day-to-day management of SSP. Although primarily an administrative role, the ideal candidate will be able to provide artistic mentorship to theatre volunteers, have an excellent knowledge of the Saskatoon theatre community, and have a passion for fostering relationships within the theatre/arts community.</p>
Description of Duties:	<p>Administration</p> <ul style="list-style-type: none"> ● Work with the Board of Directors to determine the overall direction of the organization ● Annual filings to maintain charitable and nonprofit status ● Serve on Board sub-committees and participate in Strategic Planning ● Make public appearances on behalf of the organization <p>Financial Resource Management</p> <ul style="list-style-type: none"> ● Maintain financial stewardship of the organization, preparing an annual budget for the Board, presenting quarterly financial updates, ensuring charitable return is filed, and other remittances are up-to-date ● Apply for appropriate grants and follow up ● Oversee patron donor campaign and all sponsorship activities <p>Human Resource Management</p> <ul style="list-style-type: none"> ● Supervision of temporary and/or contract positions, and volunteers <p>Production Related Duties</p> <ul style="list-style-type: none"> ● Working with board committees to select programming and carrying out necessary tasks related to implementing programming decisions based on a yearly cycle of winter technical skills development programs, a summer show, and a fall show.
Qualifications:	<ul style="list-style-type: none"> ● 3-5 years relevant work experience ● Knowledge of non-profit arts or theatre organizations is an asset ● Ability to work collaboratively and independently

	<ul style="list-style-type: none"> • Excellent organizational and time management skills, with the ability to handle multiple projects simultaneously. • Computer literacy with working knowledge of all Microsoft Office Programs, Google Suite, Zoom, Mailchimp, QuickBooks, and Social Media (Facebook, Instagram, Twitter)
Application Deadline:	January 26, 2022 at 4:00 pm
How to Apply:	<p>Please forward your cover letter, and resume to personnel@saskatoonsummerplayers.ca</p> <p>Include the subject line: SSP ED Search Committee.</p>
Question Contact:	Questions can be sent to president@saskatoonsummerplayers.ca
Other Information:	<p>SSP thanks all those who take the time to apply.</p> <p>Only those selected will be contacted for an interview.</p> <p>Please advise us of any accommodation required to ensure you have access to a fair and equitable process. Interviews will take place via telephone/video conference.</p>

**It is understood that the position's hours will fluctuate from week to week, but will average out to 20 hours per week.*