



CALL FOR SUBMISSIONS Geordie Theatre School Community Liaison

Geordie Theatre is currently seeking interested candidates to fill the position of Geordie Theatre School (GTS) Community Liaison.

We are an award-winning professional theatre company that has presented live English-language productions for young audiences in Quebec and abroad since 1980. Currently led by Cree artist Jimmy Blais, Artistic Director, we are one of the first non-culturally specific theatre companies in Canada with Indigenous leadership. Our current goal is to grow our Indigenous programming and Indigenous relationships within our province and beyond. We offer a variety of cultural activities for youth and the adults in their lives, including performances, acting classes and workshops. We focus on providing educational components in all our programming, about topics that are relevant and important to young people.

Currently, we reach 45,000 young people and their communities annually through the following activities:

- 2Play Tour, travelling plays that visit hundreds of elementary and high schools across Eastern Canada.
- Mainstage series, which presents shows in local Montreal theatres for the general public and schools.
- Geordie Theatre School (GTS), which offers acting classes and workshops for children, teens and corporate team members.

For more information, please visit: www.geordie.ca

Philosophy of Inclusion

Diverse cultural and marginalized communities are considered an equal priority to encourage access to Geordie by all.

Summary of Position

The *GTS Community Liaison* is tasked with increasing the reach and impact of Geordie Theatre School through the creation and implementation of two new GTS community-centred programs. First, they will spearhead the GTS Community Growth Project (supported by a 2-year grant) which will bring GTS programming into 4 new neighbourhoods across the Greater Montreal Area so that more English-speaking youth in Montreal and the surrounding area will have access to English theatre classes close to home. Second, they will support the GTS Creative Director in

managing and coordinating all logistics of a new community partnership to offer adult theatre classes in the Plateau-Mont-Royal. The GTS Community Liaison will work in partnership with the GTS Creative Director and the GTS Coordinator and support the vision of the company, as provided by the Artistic Director, and works under the direct supervision of the Executive Director.

Main Responsibilities and Abilities:

GTS Community Growth Project

- Research new potential community partnerships in various locations on and off the island of Montreal where there are large numbers of English-speaking youth.
- Identify and build relationships with four new opportunities for after school and weekend programming.
- Liaise with community partners to identify and address the specific needs for each location.
- Coordinate all logistics pertaining to the creation and implementation of weekly classes at each location.
- Work with the GTS Creative Director to source and contract teachers for each new location.
- Coordinate the intern placements, schedules, and final grading with the GTS Creative Director.
- Coordinate teacher and intern training per location.
- Maintain regular check-ins with community partners, teachers and participants throughout each session to ensure the quality of the classes.
- Work with GTS Creative Director and GTS Coordinator in developing course curriculum for each location.
- Facilitate promotion of all new partnerships and classes through Geordie networks including website, mail lists, newsletters, and ad campaigns.
- Build stronger connections with other youth focused organizations, community centres, and marginalized/low-income groups to promote the GTS Bursary in each location.

Community Public Classes

- Plan courses to be offered to participants and propose/design new classes, when required.
- Recruit and onboard new teachers.
- Gather teachers' information and provide details to partner organization for contracts.
- With the assistance of a resource within the accounting department at the partner organization, manage the classes within their online platform, as well as payments and reimbursements to participants.
- With the assistance of a resource within the operations department at the partner organization, book the various rehearsals spaces required for the courses.

- Provide course descriptions to the communications department at the partner organization and assist in validating the promotional material generated by them.
- Monitor registrations and proposed additional promotion or adjust courses list (add or cancel classes), when needed.
- Manage communications with participants and teachers throughout the registration and course delivery phases, including reminders for payments or invoicing.
- Attend first/last weeks of classes and organize “open classes”, when needed.
- Assist participants and teachers in class-based problems and issues.
- Coordinate the end of term surveys to participants and teachers.

Qualifications and Personal Qualities:

- Experience in – and a passion for – theatre education and theatre pedagogy.
- Excellent organizational abilities with keen attention to detail.
- Ability to take the lead on projects.
- Autonomous learner who enjoys finding solutions to problems.
- Thrives working both independently and in a team.
- Brings unique life experience, point of view or expertise to the team.
- Has a strong ability to manage several tasks simultaneously.
- Skilled at building and maintaining relationships.
- Excellent communication and ability to maintain honest and open lines of communication with teammates.
- Knowledge of Microsoft Excel, WordPress, experience with Salesforce or other CRM tools is not mandatory but is an asset.
- Must have strong English and French written and oral communication skills.

We encourage all eligible individuals to apply, even if you don't possess all the listed qualifications. We believe in creating a diverse and inclusive team and value the unique skills and perspectives you bring. Join us in making a positive and engaging impact on theatre experiences for all.

Submissions

Please submit cover letter, resume, and 2 references, in one PDF file labelled with your first and last name.

Video or Audio and Resume

If you believe that a video or audio application would better represent your voice, we welcome this format instead of a cover letter. We ask that audio and video applications are kept under 3 mins; however, if this restricts your ability to apply, please know we will welcome the length of time that best suits your needs. Please label it with your first and last name. You can submit using MP3, WAV, WMA, MOV, MP4 files or send a private YouTube or Vimeo.

Submit to Jessica Abdallah, GTS Creative Director, jessica@geordie.ca by Friday, July 19th, 2024, at 5:00 p.m. EST. Feel free to include any additional pertinent information you wish us to know.

Hours: 30hrs/week split evenly between both programs (most hours occurring Monday – Friday 9am – 5pm. Occasional evening and weekend work will be required)

Location: This is a hybrid contract, working at home and at Geordie’s Montreal office as well as some time at the partner organization

Salary: \$20 - \$30/HR

Start date: September 1st, 2024

We thank all applicants for their interest but only those selected for an interview will be contacted.

Geordie Theatre is dedicated to promoting access, inclusivity, and equity in the theatre industry by actively working to eliminate inequality. We encourage applicants from BIPOC, LGBTQ+, and other historically underrepresented communities and welcome them to self-identify in any way that feels comfortable to them. We recognize that an individual's identity is a key aspect of their artistic and professional practice, and welcome applicants to share their pronouns and any other relevant information about how their identity informs their work.