



CALL FOR SUBMISSIONS Schools Liaison

Geordie Theatre is currently seeking interested candidates to fill the position of Schools 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, 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 *Schools Liaison* is tasked with booking and organizing all school performances for our 2Play Tour, all Mainstage School Matinee performances, and any other programming as applicable. They work in partnership with the Schools Engagement Associate 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:

Performance Booking

- Act as main point of contact for schools - scheduling date, time, negotiating price (as applicable)
- Direct school contacts to Schools Engagement Associate for any questions, concerns, and preparation about the content of the performance and any associated materials (eg. Study guide, mental health resources, etc)

Paperwork and Record Keeping

- Build documents in Salesforce as needed.
- Create and disseminate all contracts and invoices pertaining to shows booked using Geordie's Launchpad.
- Maintain Salesforce Launchpad, cleaning up records (duplicates, venues, contacts) as necessary.
- Ensure that tour records are kept up to date.
- Monitor receipt of signed contracts.
- Collaborate with Mainstage venue box office teams to ensure records and monies owed are kept up to date and accurate.
- Build and maintain mailing lists for schools and organizations that book Geordie shows.

Accounting

- Monitor receipt of all monies owing with the bookkeeper and follow up with those schools for payment.
- Send bookkeeper contracts and invoices to assist in tracking payments.

Tour management

- Act as direct Geordie liaison to tour management. If Schools' Engagement Associate is unavailable, act as direct Geordie liaison to touring cast.
- Assist tour management with booking accommodation and travel arrangements if needed.
- Prepare outgoing tour manager reports & any other materials required by the touring troupe.
- Receive weekly schedule from tour manager and cross-reference to ensure dates, times, and addresses are correct.
- Read tour manager reports and address logistical concerns as appropriate.
 - Take data on number of students per performance and update Salesforce.

Grants

- Collaborate with Associate Producer to build grant itineraries and keep them up to date—including information about signed contracts and letters of intent.
- Provide Associate Producer and Executive Director with data on shows booked, monies earned, and any other grant-related info as necessary.

Support

- Assist other company members with Salesforce integration as needed.

Professional development

- Continue learning about salesforce and coming up with new/more efficient systems for organization and record keeping.

With Schools Engagement Associate, build tour schedule/itinerary.

- Show first draft to previous tour management for feedback.
- Show second draft to Executive and Artistic directors for approval.
- Send out intent to book forms (start pre-booking with schools that are ready)

Qualifications

- Must have strong English written and oral communication skills.
- Bilingualism is an asset.

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 Kathryn Westoll, Executive Director, kathryn@geordie.ca by **Friday August 8, at 5:00 p.m. EST**. Feel free to include any additional pertinent information you wish us to know.

Hours: 20 hrs/week

Salary: \$18.75/hr

Start date: August 25, 2025

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.