



CALL FOR SUBMISSIONS

Geordie Theatre School Coordinator

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

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 41,000 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.

Geordie Theatre School (GTS) offers multi-level workshops, after-school classes, and public classes to provide children and teens with the opportunity to build a solid foundation in acting by learning the craft from passionate and caring professional educators and artists. GTS offers a variety of ways for young people to experience the impact of theatre while encouraging strong skills in Confidence, Creativity and Craft while striving to not only encourage the value of theatre for young people but also offer important tools in fostering exceptional leaders of tomorrow. GTS also offers specialized workshops for adults in the workplace.

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

Summary of Position: Reporting to Geordie's Executive Director and working closely with the GTS Creative Director, the GTS Coordinator supports the coordination and running of all elements of Geordie Theatre School, with the goals to increase the reach, impact, and creativity of GTS through brainstorming, research, and outreach.

The contract spans October 20th, 2025 – June 30, 2026, with a view toward renewal for the following season. It is a 20-hour-per-week contract with most work hours occurring Monday-Friday 9am-5pm. Occasional evening and weekend work will be required.

Hourly Rate: \$20/hr

Location: This will be a hybrid contract, working both at home and at Geordie's Montreal office. Staff are required to be in the office at least 3 days per week: Tuesdays, Thursdays and one other day of their choosing.

Main responsibilities and abilities:

Coordination

- The GTS Coordinator assists the GTS Director in the coordinating of all elements of the Geordie Theatre School, but takes the lead on coordinating and realizing the following portfolios:
 - The GTS Workshop Series – march break camp, summer camp, ad-hoc camps & certain specialty workshops
 - The GTS Internship and Summer Assistants Program
 - The GTS Bursary Fund
- All GTS portfolios, whether leading them or assisting them, require work on the following tasks:
 - Create contracts for teachers and interns.
 - Coordinate intern placements, schedules, and final grading with the GTS Creative Director.
 - Coordinate summer assistants through programs like the Canada Summer Jobs program and the McGill University Arts Internship Office
 - Alongside the GTS Director, coordinate GTS registration - including online registration forms, deposits, final balances, CRM management, etc.
 - In partnership with the GTS Director, oversee the successful running of activities – including attending first and last classes of the session, assisting teachers with problems in class and communicating with families as needed.
 - Contribute to the maintenance of the GTS section of the Geordie website as well as the Workplace Workshops microsite.
 - Support the outreach and implementation of the Bursary Fund including contacting community centres, liaising with applicants, and facilitating the selection process.
 - Aid in streamlining the day-to-day management of GTS to increase efficiency.

- In the Winter session of weekly classes, aid in the coordination of the GTS Final Cabarets.

Outreach

- Research new opportunities for after school programming, workshops, and community collaborations.
- Work with the GTS Creative Director, the Associate Producer, and the Development Manager to research possible funding sources.
- Liaise with Concordia University and McGill university regarding their internship program. Promote the internship program to other schools and to the Montreal theatre community.
- Build stronger connections with youth focused organizations, community centres, and marginalized/low-income groups in order to promote the GTS Bursary.
- Research other funding opportunities or partnerships which can help increase GTS Assistant or Intern positions throughout the year.

Development

- Support the GTS Creative Director in
 - Developing and diversifying GTS curricula.
 - Implementing new hiring standards/processes for GTS teachers and interns.
 - Developing clearer documentation and procedures for the various activities at GTS (Public & After-School Classes, Specialty Workshops, Organization Workshops, Workplace Workshops, Camps, etc.)
 - Developing content for GTS Teacher Toolbox Workshops to help support and train GTS teachers.

Qualifications and Personal Qualities:

You're someone who lives and breathes theatre education — not just with experience, but with genuine passion. You bring a thoughtful, detail-oriented approach to everything you do, whether it's leading a project from scratch or jumping into a team effort with enthusiasm and care. You're the kind of person who doesn't wait for instructions — you seek out challenges, learn on the fly, and find smart, creative solutions.

You move easily between solo work and group collaboration, and you know how to keep things moving without losing sight of the bigger picture. You bring your own lived experience and perspective to the table, enriching the team with insight that's uniquely yours. You can work in this team to dream about the future of the Geordie Theatre School. You're great at juggling multiple priorities, and you do it with grace — not just getting things done but building strong relationships along the way.

Communication is your superpower: honest, open, and always constructive. You're comfortable with tools like Excel and WordPress, and if you've dabbled in Salesforce or other CRMs, that's a bonus. French

is an asset. You don't have to be fully bilingual, but you do need to be able to understand French and be comfortable speaking it with families, administrators and the community.

We encourage all eligible individuals to apply, even if you don't possess all the listed qualities. 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.

For Submissions:

Please include a cover letter, resume, and 2 references. To streamline the process, we kindly ask that you combine all the documents into a single PDF file. Please ensure the PDF file is labeled with your first and last name for easy identification.

We understand that everyone has their own unique way of showcasing their experiences and skills. If you believe that a video or audio application would better represent your qualifications, we warmly welcome those formats as well. If possible, we ask that audio and video applications are kept under 5 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, and job title. You can submit using MP3, WAV, WMA, MOV, MP4 files or send a private YouTube or Vimeo link to jessica@geordie.ca. We'd love to hear about your relevant life or work experience, as well as your skills, any informal or formal education, and your references.

Please submit applications to Jessica Abdallah, GTS Creative Director: jessica@geordie.ca by **September 19th, 2025 at midnight**.

Feel free to include any additional pertinent information you wish us to know.

Only applicants selected for an interview will be contacted. Interviews will take place virtually between September 24th and October 3rd. The successful candidate will start the week of October 20th.

Geordie is committed to building a skilled, diverse workforce that's reflective of our community. We encourage candidates to indicate if they identify as First Nations, Inuit, Metis, a person with a disability, a gender marginalized person, LGBTQ2SIA+, or a member of any visible or invisible minority group. 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.