



CALL FOR SUBMISSIONS

Program Assistant – Education (Geordie Theatre School)

Geordie Theatre is currently seeking interested candidates to fill the position of Program Assistant.

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, public classes, and camps 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

The contract: This is an 8-week contract, 35 hours a week, with work hours occurring Monday-Friday 9am-5pm. The successful candidate will begin their contract on June 15th, 2026 and end on August 7th, 2026.

Location: This will be a hybrid contract, working mostly at Geordie's Montreal office (4700 Rue Dagenais, in St-Henri) with some remote as well.

Hourly Rate: \$18.50/hour

Eligibility: This position is generously funded by Canada Summer jobs. Candidates must fit the following criteria to be eligible:

- Be between 15 and 30 years of age at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Note: International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

Summary of Position:

Reporting to the GTS Creative Director and GTS Coordinator, the Program Assistant will support all aspects of Geordie Theatre School's (GTS) summer and fall programs, aiming to increase reach, impact, and creativity. The assistant will assist with camp and specialty theatre workshops, provide technology support including data analysis and administration, and help with the coordination, communication, daily administration, and preparation of GTS activities.

Main responsibilities and abilities:

1. Research & Development
 - a. Support the GTS Creative Director and Coordinator in researching and developing a database for the GTS teacher roster, demonstrating initiative and technical skills in database management.
 - b. Assist in creating and refining documentation and procedures for GTS activities including improving training materials for technological systems in place, demonstrating strong

technology support skills, as well as a strategic approach to improving internal processes.

2. Data Administration and Analysis

- a. Support GTS in standardizing and optimizing the flow of data stored across various digital platforms including the organization's CRM interface, cloud storage and file synchronization tools, and e-commerce platform in order to cultivate skills in data administration.
- b. Assist in generating and analyzing CRM reports on information such as but not limited to class enrolment trends over time, student retention/return rate, and bursary donor profiles showing analytical and technical skills in data analysis.

3. Program Planning & Preparation

a. GTS Summer Activities

- i. Assist the GTS Director and Coordinator in the preparation and coordination of summer activities, including GTS Summer Camp and specialty workshops, showing organizational skills.
- ii. Help purchase materials and prepare supplies, ensuring efficiency and attention to detail in managing resources.
- iii. Aid in managing registration and class lists, demonstrating digital and technical skills to organize data effectively.
- iv. Communicate with participants about activities, applying strong communication (email, phone, in-person) to relay clear information.

b. GTS Fall Activities

- i. Support preparations for fall activities, including organizing class schedules, tracking student information, and processing registrations, demonstrating data management skills.
- ii. Assist with outward-facing tasks during the Fall Registration period, including managing online forms, deposits, and communication with families, showing digital skills and clear communication.
- iii. Help with inward-facing organizational tasks, supporting the coordination of teacher schedules and trainee interviews, showcasing problem-solving and teamwork.

4. Delivery of Theatrical Activities to Youth

a. GTS Summer Camp (July, 4 weeks)

- i. Assist GTS teachers in organizing, preparing, and implementing camp activities, demonstrating adaptability to changing needs.

- ii. Support the delivery of theatre games, exercises, and activities, ensuring collaboration with teachers and campers.
 - iii. Aid in classroom management, offering solutions to challenges and creating a positive environment.
 - iv. Help prepare materials and settings for daily activities, applying attention to detail.
 - v. Support personalized activity adaptations, demonstrating problem-solving and collaboration in tailoring experiences to each camper's needs.
 - vi. Assist in the creation and rehearsal of short theatrical works, contributing ideas and helping campers develop their performance skills.
- b. Other GTS Summer Activities
- i. Aid in specialty workshops, such as Shakespeare Teen Intensive or Dungeons & Dragons, by supporting GTS teachers in leadership and workshop delivery.
 - ii. Demonstrate creativity and innovation while engaging youth in diverse and enriching theatrical experiences.

Qualifications and Personal Qualities:

- Excellent organizational abilities with keen attention to detail
- Interest in, and aptitude for, data management
- Demonstrates strong problem-solving skills
- Ease and experience working with young people
- Interest in teaching theatre to young people
- Self-learner and enjoys taking initiative
- Thrives working both independently and in a team
- CRM experience is not mandatory, but is an asset
- French is not mandatory, but is an asset

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.

Submissions:

Employment priorities: This position aims to provide employment opportunities for:

- Indigenous youth
- Racialized youth
- Black youth

- Youth with disabilities
- Youth in an official language minority community (In Quebec, English-speaking youth)
- 2SLGBTQIA+ youth

Please submit a short cover letter (no longer than 1 page), resume, and 2 references, in one PDF file labelled with your first and last name.

In your letter, clearly state if you meet the Canada Summer Jobs eligibility requirements.

In your letter, you may also choose to inform us, if you wish, if you identify with any of the groups mentioned in the employment priorities above. This is optional and not a requirement for submission.

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. 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 May 10.

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 on May 15 and 20.