

## **Job Posting: Arts Administrator (contract), Nightwood Theatre**

**Position:** Arts Administrator (contract - 8 weeks)

**Work Environment:** Hybrid, includes In-office at 877 Yonge Street, and on location at Theatrical venue

**Start Date:** Monday, May 4, 2026

**End Date:** Friday, June 26, 2026

### **About Nightwood Theatre**

As Canada's preeminent feminist theatre, Nightwood cultivates, creates, and produces extraordinary theatre by women and gender-expansive artists. Founded in 1979, Nightwood Theatre has created, produced and toured award-winning plays that have garnered Dora Mavor Moore, Chalmers, Trillium and Governor General's awards. The company is helmed by Artistic Director Andrea Donaldson and Managing Director Naz Afsahi-LeBlanc, whose leadership has received public acclaim for artistic excellence, the successful training and development of emerging women and gender expansive talent, and their on-going advocacy around gender equity.

Each season, Nightwood produces several full productions in Toronto's most beloved mid-sized theatre venues and produces The Groundswell Festival, an annual festival of new works. In addition to our productions, Nightwood is renowned for our professional development programs for emerging artists, recognizing that those critical years after theatre training are the times that shape the theatre artist one becomes. Our Nightwood Shadow Residencies provides training and support to next-generation artists as producers and our Write From The Hip has become a key milestone for women and gender expansive playwrights. In addition to our mainstage season and programming, each year Nightwood hosts our biggest fundraiser event, the Lawyer Show. Up to 40 members of the legal community rehearse for three months to stage an exhilarating, entertaining production, led by a team of professional directors, designers and vocal coaches, all in support of raising money for Nightwood's upcoming season productions. The 17th annual Lawyer Show, "Grease" will be at the St. Lawrence Centre for the Arts June 4-6, 2026.

### **Overview**

Nightwood Theatre is currently seeking an Arts Administrator (8-week contract, full-time) that has a deep passion and interest in performing arts and intersectional feminism. The successful candidate will primarily assist with our annual fundraiser, the Lawyer Show, in addition to

supporting administration with the end of 2025-26 season reporting and 2026-27 season planning. This position is ideal for an individual pursuing a career-path in marketing, fundraising, or arts/production management. They are organized, have strong collaboration and interpersonal skills, and are motivated to help reach organizational goals put in place. Flexibility for evening and weekend shifts is required.

**Skill Requirements:**

- As part of the requirements under the Canada Summer Jobs program, the applicant must meet the following eligibility requirements, at minimum:
  - Is between the ages of 18 - 30 at the start time of employment.
  - Is 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.
  - Has a valid Social Insurance Number at the start of employment and is legally entitled to work in Canada in accordance with relevant legislation and regulations in Ontario.
- Ability to keep detail-oriented records.
- Is capable of navigating different personalities and respects the different ways in which people prefer to receive their communications and information.
- Exceptional people skills to deal effectively with different artists, audiences, and/or donors.
- Proven writing skills for crafting compelling request letters for silent auction donations and/or sponsorships for the Lawyer Show, appreciation letters, website/newsletter content, and other communications.
- Has the ability to learn how to use data management systems, record-keeping systems and tax receipt procedures and requirements.
- Shows initiative and is able to meet deadlines and handle concurrent projects, with a strong track record of fulfilling commitments.
- Thrives working both independently and as a team member.
- Demonstrates a high proficiency in Google Suite apps (Sheets, Docs, Slides) and/or Microsoft Office applications (Excel, Word, PowerPoint). Familiarity with Mac operating systems and working knowledge of CanadaHelps / LEAP Patron Manager is an asset, but is not required.
- Interest in and capacity to learn more about production management, fundraising, marketing, and administrative reporting relevant to this position.

### **Major Responsibilities:**

- Assisting on Nightwood's main annual fundraising musical, the Lawyer Show ("Grease"), which include, but is not limited to:
  - Researching, soliciting, and acquiring donations for the silent auction, sponsorships and/or ad sales.
  - Building the online silent auction campaign, which includes writing descriptions, uploading images, and inputting data into 32auction.
  - Organizing assets for marketing materials (i.e. newsletter/website text, social media content, show program) leading up to the event.
  - Supporting the creative and stage management team during Tech Week (May 31 - June 3) and the front of house team during performances (June 4 - 6). Must be available for some evening and weekend hours.
  - Tracking box office reports and issuing post-event tax receipts to donors.
  - Arranging delivery of silent auction items to purchasers post-event.
  - On-site set up and management of silent auction.
- Prepare administrative materials as part of Nightwood's 2026-27 season planning, which can include creating reports/trackers, drafting artistic contracts, and/or researching audience outreach initiatives.
- Provide support on our end of fiscal year reporting by collecting and tracking statistical data from our 2025-2026 season.
- Participate in weekly staff meetings and other full-team meetings, such as brainstorming sessions for our 2026-27 season planning.

### **Compensation and Hours of Work**

This is a full-time, 8-week contract position working 35-hours per week. Flexible working hours are provided. There will be requirements to work flextime with evening and weekend work, as the position demands.

Wages: \$20.00/hour

**We are committed to equity and justice in hiring and we particularly encourage applications from people from communities of colour, LGBTQ2S, Indigenous and other equity-seeking communities.**

### **How to Apply**

In lieu of a traditional cover letter submission, qualified applicants are asked to submit their resume via email AND complete [this google form](#) to answer a few short questions. Submissions will only be accepted until Thursday, April 23, 2026 at 11:59 pm ET.

Please direct your EMAIL with a resume to Ashley Elliott at [ashley@nightwoodtheatre.net](mailto:ashley@nightwoodtheatre.net) with the subject line "Resume Submission: Arts Administrator".

**Please note:** we will only consider applicants that complete both steps of submitting the form and emailing their resume prior to the deadline.

For alternate submission methods or any questions, applicants can contact Ashley Elliott, Administrator - Operations & Partnerships at [ashley@nightwoodtheatre.net](mailto:ashley@nightwoodtheatre.net) or leave a voice message at 416-944-1740 extension #100.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted. Selected candidates will be invited to interview on a rolling basis, so early submissions are highly encouraged.

**Application submission link:** <https://forms.gle/W9LRHhjRFpQnvhuS8>