



EMPLOYMENT OPPORTUNITY ARTS ADMINISTRATOR

APPLICATION DEADLINE: Applications will be reviewed upon receipt.
START DATE: ASAP
END DATE: August 29, 2026
COMPENSATION: \$18.50 hourly / 35 hours per week

LOCATION: On-site, Winnipeg, Manitoba
EMPLOYMENT TYPE: Temporary
HOURS : 35 hours per week. Hours are primarily M-F, 9 to 5pm
Some evening and weekend work as necessary to support events.

ELIGIBILITY: The Government of Canada funded this job through the Canada Summer Jobs program. To apply for this job, you must:

- Be aged between 15 – 30 years old on the start date of the job:
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian Citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

International students and other temporary residents of Canada are not eligible.

ORGANIZATION DESCRIPTION

Prairie Theatre Exchange is a 53-year-old professional theatre company with an operating budget of over \$2.4 million, located in downtown Winnipeg on the third floor of Portage Place Mall. Founded in 1972, with an emphasis on Canadian plays, presented primarily by local artists in an intimate 323-seat thrust theatre, PTE is a nationally recognized company with deep roots in community. PTE produces five to seven shows per season in its mainstage programming.

ABOUT THE ROLE

The Arts Administrator will support upcoming management transitions, organize files, and prepare offices for incoming staff. They will support major events like PTE Pairings and the Winnipeg Fringe Theatre Festival (at PTE), support subscriber ticket mailings, and ensure smooth logistics, communications, and guest experiences across PTE's operations.

RESPONSIBILITIES:

Under the supervision of the Managing Director, job activities will include:

Management Transition Support (Production Manager & Director of Marketing):

- Document
 - Conduct and document knowledge transfer sessions
 - Key contacts & relationships
 - Recurring workflows and timelines
 - Files, systems access, budgets, policies

- Create onboarding documentation for incoming staff members
 - Current projects overview
 - Access instructions
 - Calendar of annual tasks
 - How to do things at PTE
- Organizing files (physical and digital)
 - Categorize as active, reference, or archive
 - Remove outdated drafts and duplicated documents, keeping final versions only
- Prepare office space for outgoing and incoming staff
 - Assist in packing of personal items in coordination with outgoing staff members
 - Assess and implement functionality and ensure readiness of workspace for incoming staff

Event Support:

Support **PTE Pairings Event**, June 17, 2026

(PTE Pairings is a marquee event in downtown Winnipeg featuring premium wines, and local restaurants)

- Vendor & Restaurant Coordination
 - Communicate with restaurants (scheduling, setup needs, equipment, menus)
 - Track vendor agreements, insurance certificates, and permits
 - Maintain up-to-date contact sheet for all vendors
 - Assist with logistics for load-in/load-out and coordinate vendor station locations
- Ticketing & Guest Communications
 - Track ticket sales
 - Send confirmations, reminders, and info to ticket holders
 - Handle inquiries from guests (parking, accessibility, timing, etc.)
- Internal Event Coordination
 - Support scheduling of volunteers and staff
 - Assist with preparing a memo for internal staff, featuring activities, and vendor map
- Space Preparation
 - Help prepare spaces, especially ensuring flow between stations
 - Assist with set-up tables, linens, decorations, and signage
 - Stock water stations, napkins, plates, cutlery, and cleaning supplies
- Day-Of Guest Experience Support
 - Support vendors.
 - Troubleshoot small issues (missing supplies, refill needs, spills, power access)
 - Crowd control
- Post-Event Support
 - Assist with thank-you emails to vendors, volunteers, sponsors, etc.
 - Assist with removal of tables and event materials
 - Support creation of an Event Report

Support **Winnipeg Fringe Theatre Festival** at PTE, July 15 – 26, 2026:

- Support administrative needs of the Production Department and Front of House staff as related to the festival
- Identify and address real-time needs of over 1,000 visitors daily

Annual Subscriber Ticket Mailing:

- Planning, assembly, and distribution of the annual subscriber package, delivering accurate and timely materials to subscribers
 - Timeline coordination: Develop and maintain a detailed schedule for all mailing tasks, ensuring deadlines are met
 - Materials management: Track and organize envelopes, tickets, inserts, and promotional items to prevent shortages
 - Assembly oversight: Organize staff and volunteer shifts, set up workstations, and provide clear instructions for package assembly
 - Subscriber support: Track errors and coordinate quick resolutions.

Leadership Support:

Provide administrative support to both the Managing Director and Artistic Director as needed.

PHYSICAL WORKING CONDITIONS:

This role is primarily administrative in nature, requiring working on a computer for prolonged periods of time.

APPLICATION PROCESS:

Interested candidates are asked to submit a cover letter and resume via email to [Katie Inverarity](#), Managing Director. **Applications will be reviewed as they are received, and the position will be closed once it has been successfully filled, so early applications are encouraged.**

Prairie Theatre Exchange is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we encourage submissions from individuals of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities who possess the skills and qualities listed above.

Prairie Theatre Exchange is committed to providing accommodation for persons with disabilities in all parts of the hiring process. Please contact PTE if you have accessibility needs in applying for this position.

Not 100% sure of your qualifications? If your experience looks a little different than what we have outlined, but you believe you could excel in this role, we encourage you to apply. Please tell us what you can bring to this role.

Prairie Theatre Exchange appreciates all submissions of interest, however only those selected for an interview will be contacted.