EMPLOYMENT OPPORTUNITY
BACKSTAGE PATHWAYS LIAISON

APPLICATION DEADLINE:	November 30, 2026
START DATE:	January 18, 2026 – flexible.
SALARY RANGE:	$23 to $26/hour
LOCATION:	Prairie Theatre Exchange, Winnipeg, Manitoba, with some remote work possible
EMPLOYMENT TYPE:	Independent Contractor
HOURS :	Approximately 26 hours/ week for 32 weeks. Hours of work are flexible, but it is expected that the bulk of hours be performed during traditional office hours to optimize integration with PTE staff and program partners.

ORGANIZATION DESCRIPTION

Prairie Theatre Exchange is a 54-year-old professional theatre company with an operating budget of over $2 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.

THE PROJECT

Over the past year, Prairie Theatre Exchange, supported by other Winnipeg theatres and educational institutions, initiated a community-wide training and employment initiative to increase the size and depth of Winnipeg's pool of backstage crew, stage managers and designers. Phase One of the work focused on understanding current challenges and exploring solutions. Phase Two , which will be the mandate of the new Backstage Pathways Liaison, will begin integrating workers into new and existing opportunities. This work is essential to re-building Winnipeg's backstage talent.

ABOUT THE ROLE

Reporting to PTE's Artistic Director, the Liaison will lead Phase Two of the Backstage Pathways Initiative. Part matchmaker, part agent , part diplomat, you will pair potential backstage workers with training and mentorship opportunities; coordinate low-barrier training to fill gaps in current programs; and cultivate partnerships between community organizations, funders, and government representatives to ensure the future success of this project.

The Backstage Pathways Liaison will be a tenacious self-starter responsible for understanding and championing the vision of the program. You will play a pivotal role in opening the theatre field to new talent, strengthening cross-organizational collaboration, and laying the foundation for a resilient and diverse backstage workforce in our theatre community.

RESPONSIBILITIES:

Dive into the Data

- Gain a thorough understanding of the data collected through Phase One of the project.
- Bring your experience and knowledge of backstage roles and add to an existing database of the experience and qualities needed to succeed in those roles.
- Track progress, maintain participant data, and prepare reports for funders and stakeholders.

Get Yourself on Everyone's Speed Dial

- Establish relationships and rapport with partner organizations, collaborate to integrate staffing needs, training opportunities, and resource-sharing.
- Build relationships with diverse communities, community organizations, and educational institutions to increase awareness and access to backstage theatre careers.

Become Winnipeg's Theatre Matchmaker

- Matchmake emerging, skilled workers with backstage employment opportunities.
- Be an industry advocate and career counsellor for potential workers looking to enter the workforce.
- Matchmake potential workers with training opportunities to provide them with sufficient knowledge to begin their career journey.

Understand and Overcome Roadblocks

- Develop workshops, mentorships, and apprenticeships to fill training gaps.
- Coordinate and attend events to attract, assess, and recruit potential workers.
- Work with sensitivity and understanding of cultural differences when developing strategies to remove barriers for potential workers.

Deliver the Dollars

- Support the search for future funding and contribute to the long-term planning of a sustainable backstage workforce in our community.
- Disburse funds to partner organizations and trainees to enable new mentorships, workshops, etc.

QUALIFICATIONS/DESIRED SKILLS:

- Experience in project management, event planning, community engagement, workforce development, educational programming, job training, outreach, or related fields.
- Experience working with diverse communities and building strong, trust-based relationships; demonstrated ability to communicate with compassion, approachability, and respect.
- Strong interpersonal and persuasive communication skills, with the ability to build partnerships, advance shared goals, and facilitate effective collaboration across multiple organizations.
- Self-directed, tenacious, and solutions-oriented, with the ability to independently advance project goals, follow through with partners, identify barriers, and develop practical solutions.
- Excellent organizational and planning skills, with exceptional attention to detail and the ability to manage timelines, priorities, documentation, and data tracking.
- Proficiency in preparing reports and documenting progress for stakeholders and funders.
- Demonstrated discretion and ability to handle confidential information with professionalism.
- Proficiency with Microsoft Office 365.

- Experience or familiarity with the Winnipeg theatre community, arts organizations, non-profits, or theatre production is a significant asset but not required.

PHYSICAL WORKING CONDITIONS:

This role is primarily administrative in nature, requiring working on a computer for prolonged periods of time. However, as Backstage Pathways Liaison, the position will require the ability to travel to off-site meetings and recruitment events. PTE is committed to creating an inclusive workspace, and will consider and provide reasonable accommodations to qualified individuals.

APPLICATION PROCESS:

Interested candidates are asked to submit a cover letter and resume via email to Katie Inverarity, Managing Director (katie@pte.mb.ca) by **Monday, November 30, 2026, 5pm MBT**. All applicants must be legally eligible to work in Canada.

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.

This position is funded by the Manitoba Arts Council and The Winnipeg Foundation.