

Theatre for Young Audiences (TYA) Tour Coordinator

About the Position

Magnus Theatre, Northwestern Ontario's only professional theatre company, is seeking a detail-oriented, organized, and proactive TYA Tour Coordinator to support our Theatre for Young Audiences (TYA) School Tour. This position plays a key role in bringing live theatre experiences to students across the region by coordinating all logistical and administrative aspects of the tour.

Responsibilities

Under the supervision of the Theatre in Education Director, the TYA Tour Coordinator will:

- Contact schools to book tour performances and workshops.
- Schedule tour dates, ensuring compliance with CTA regulations and alignment with school PA days and holidays.
- Communicate with school principals to confirm dates and technical requirements.
- Send out confirmation letters, technical information, posters, and study guides.
- Prepare and send invoices for performances and workshops.
- Obtain and compare hotel quotes, book accommodations for touring artists.
- Organize and distribute tour itineraries, maps, and hotel information for the stage manager and cast.
- Ensure first aid and vehicle emergency kits are complete and up to date.
- Collect and process post-show evaluation forms from schools.
- Maintain accurate records and prepare a final tour binder.

Qualifications

- Strong organizational and communication skills.
- Ability to manage multiple tasks and meet deadlines independently.
- Proficiency with email communication and basic office software (Word, Excel, etc.).
- Attention to detail and excellent record-keeping.
- Experience in theatre administration, education outreach, or tour coordination is an asset.

Compensation and Schedule

- **Hourly rate:** \$18.60 per hour.
- **Schedule:** Part-time, maximum of 15 hours per week.
- **Reports to:** Theatre in Education Director.

Further Information

This part time position will run from approximately November to June, and the successful candidate will work onsite in Thunder Bay, Ontario to grow Magnus Theatre alongside our vibrant, team-oriented staff.

Application Process

If you feel that you could make a meaningful contribution in this role, please send a cover letter and resume in a single PDF file to education@magnustheatre.com prior to Friday, November 7th, 2025.

Magnus Theatre is committed to equity, accessibility, and creating a safe and healthy workplace. If you require any accommodation during the recruitment process, please let us know alongside the submission of your application.

We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.

About Magnus Theatre

Founded in 1971, Magnus Theatre is Northwestern Ontario's only professional theatre, a not-for-profit registered charity, and a full member of the Professional Association of Canadian Theatres (PACT). For over half a century, the theatre's well-crafted productions have earned it a reputation as a leading arts organization in the region and beyond. Magnus Theatre produces seven Mainstage productions annually and a full array of Theatre in Education programs, serving over 40,000 individuals throughout Northwestern Ontario each year. For more information, please visit magnustheatre.com.