



# Original Kids Theatre Co.

A Community   A Passion for the Arts   A Youth Developer

130 King St. Covent Garden Market. London, ON N6A 1C5

(ph) 519-679-3316 (w) [www.originalkids.ca](http://www.originalkids.ca)

## Administrative Coordinator

### Who We Are

Original Kids Theatre Company is a Not-for-Profit Charitable youth organization established in 1991, dedicated exclusively to young artists in a year-round theatre program. The program currently produces more than 20 creative productions a year, including two summer camps, and leadership training along with workshops by theatre professionals.

### Job Summary

The Administrative Coordinator will work closely with the Artistic Director, Executive Director, and Production Manager to provide administrative support, manage social media, and coordinate volunteer efforts. The candidate will be a key contributor to efficient office operations, effective communication, and strong community engagement.

#### Administrative Support:

The Administrative Coordinator is responsible for ordering office supplies, organizing and maintaining physical and digital files, ensuring a clean and organized workspace and handling various office tasks as they arise. They will also be responsible for answering phone calls and inquiries during daytime business hours.

#### Social Media:

The Administrative Coordinator is responsible for creating and maintaining the Company's online presence, developing engaging content, and managing our social media platforms. They will schedule posts, interact with followers, respond to comments and messages, and foster brand loyalty, while keeping up with the latest social media trends, best practices, and platform updates.

#### Volunteer Coordination:

The Administrative Coordinator is responsible for managing and supporting our parent and student volunteers. This includes identifying volunteer needs, recruitment, and ensuring that they are properly equipped to succeed. They will be responsible for obtaining vulnerable sector checks for volunteers, and act as the main point of contact for costume and prop rentals. They will obtain a knowledge of our costume and prop inventory to best direct parent volunteers

during show production. The Administrative Coordinator will also work with our volunteer photographers, gathering show photos, organizing them, and distributing to casts post show.

### **Qualifications/Required Skills**

- Experience and/or Education in theatre is preferred, but not required.
- 1-2 years experience with planning, scheduling, and managing volunteer activities is an asset.
- Experience or understanding of the not-for-profit sector is an asset.
- Ability to communicate clearly and effectively with volunteers, staff, and the public.
- Strong interpersonal skills, be able to build rapport with volunteers, and create a positive and inclusive environment.
- Experience in leading social media campaigns, managing teams, and collaborating with cross-functional teams.
- Up-to-date vulnerable sector check or willingness to acquire prior to employment being confirmed.
- Individuals who proceed to the interview stage will be asked to provide a sample of social media posts, either prior work or proposed sample.

### **Additional Information**

This is a permanent, full-time, salaried position (approximately 40 hours/week).

Salary Range: \$48,000 - \$53,000, based on experience.

Hours: While this position is primarily during daytime business hours, there will be some required evenings and weekends when volunteers are at the theatre.

Benefits: Extended health care, dental care, vision care, life insurance.

Start Date: July 1, 2025

### **How to Apply**

Please submit a cover letter and resume to [rosalie@originalkids.ca](mailto:rosalie@originalkids.ca) no later than May 30, 2025 at 5pm EST with the subject line "Administrative Coordinator."

*Original Kids Theatre Company believes that a diverse workforce is a source of strength and innovation. We are committed to building a workplace where everyone feels valued, respected, and included. We encourage applications from individuals with diverse backgrounds, lived experiences, and abilities. By promoting inclusivity, we aim to create a workplace where all employees can thrive and contribute their best work.*