

JOB POSTING - Site Coordinator 2025 Summer Season

4th Line Theatre, an outdoor theatre company located in Millbrook, Ont., is currently looking for a **Site Coordinator** for the 2025 summer season.

Start date: May 26, 2025

End date: August 30, 2025 (14 weeks)

Remuneration:

\$630/week - averaging agreement with guaranteed minimum wage of \$18/hour

Skill Requirements:

- The successful candidate will be creative, curious and passionate about theatre and have the ability to work in a team environment. Ideal for a returning student.
- They have construction and/or grounds keeping experience and is able to work well under pressure
- Creative problem solving ability
- A valid Ontario Driver's License and clean driving abstract are required.
- **Access to a vehicle for the length of the contract is required** (due to the rural location)
- Must enjoy working outdoors

Responsibilities of this position will include:

- Under the guidance of the Production & Site Operations Manager, responsible to ensure the safe and efficient running of the entire theatre facility
- Participate in the set-up and tear down of the theatre facility
- Assist in hosting patrons at the outdoor theatre venue as part of the audience services team and ensure a positive 4th Line Theatre experience
- Coordinate with all site contractors
- Assist with the build of the productions as required
- Attend production, planning and other meetings and notes sessions as required, respond to show reports

Employer Information:

4th Line Theatre is an award-winning outdoor theatre company that presents regionally-based, environmentally-staged, historical dramas. Our performance venue is located on the Winslow farm, just outside of Millbrook, Ontario. To find out more about 4th Line Theatre and the upcoming summer season, please visit our website www.4thlinetheatre.on.ca



4th Line Theatre can arrange temporary housing options for the length of the contract for out-of-town applicants.

4th Line Theatre is committed to being a leader in supporting diversity, equity, and inclusion. We value the diversity of the people and communities we serve, recognize and respect human differences and similarities. Our hiring practices reflect these initiatives. As a company focused on the values of imagination, integrity, collaboration, empowerment, and sustainability in all we do, 4th Line Theatre is committed to creating positive and healthy workspaces for our artists and communities. 4th Line Theatre is committed to providing accommodations [for people facing barriers]. If you require an accommodation, we will work with you to meet your needs.

Please send a resume and cover letter to*:

Lindy Finlan

General Manager

lindy@4thlinetheatre.on.ca

*Interviews and hiring will take place on an ongoing basis until all positions are filled.
Please note the position title(s) you are applying for in the subject line of your email.