

Project Administrator (The Burros)

Job Description

Position Summary:

Burro'd Theatre is hiring a part-time, independent contractor to take on the role of **Project Administrator (The Burros)**! This position will perform administrative duties that assist in Phase One of "*The Burros: A Strategic Analysis of Affordable, Artist-Led Venue Models in Ontario*," a 1.5-year research & consultation initiative funded by the Canada Council for the Arts.

Starting in July 2026 and running through to the end of September 2027, the Project Administrator will coordinate travel, meetings, and interviews while establishing and maintaining data collection & organization systems.

This position is structured to be flexible and fully remote (work from anywhere in Canada, and set your own schedule within the allotted hours per month). Compensation will be structured through the submission of monthly invoices, and will be at the rate of \$500/month for a commitment of approximately 25hrs each month (likely average of 4-6hrs per week).

The Project Administrator will report directly to the Artistic Producer and Artistic Director of Burro'd Theatre, and will have bi-weekly virtual check-ins as needed for any ongoing tasks.

We are looking for an administrative superstar who gets excited about spreadsheets, enjoys coordinating small events, and is personally and/or professionally invested in the future of Canadian theatre.

The success of this position will be measured by the completion of tasks by set deadlines, prompt and timely communication, and the professionalism, organization, and depth of detail of any completed work.

Please continue reading for a full breakdown of this contract position's duties, qualifications, requirements, duration, and compensation.

General Duties:

- Initiate specified introductions, meetings, and interview arrangements with arts community members across Ontario
- Coordinate domestic travel arrangements (accommodations, meeting rooms, etc)
- Provide administrative, budgetary, and foundational communications support
- Establish tools for data collection & organization
- Execute research, collection, and organization of information and data systems
- Contribute insights and exercise discernment in the coordination of meetings, interviews, and project next steps
- Other administrative duties that may arise as the project progresses

Qualifications & Requirements:

- Exceptional communication skills
 - Professional-level writing & reading comprehension in English (bilingualism is an asset, but not required)
- Established experience in conducting research, data management, and administrative organization
- Knowledge of and/or connection(s) to the arts and/or Ontario performing arts communities
- Experience in the Canadian/Ontario theatre ecosystem is an asset, but not a requirement

- Able to live and work in Canada for the duration of this project (residence in Ontario is an asset, but not a requirement)

Please note that a reliable computer, phone, and internet access are necessary for the completion of this position's duties. It is the responsibility of the successful candidate to supply those tools for themselves as a self-employed individual.

Contract Duration:

The contract position will begin in July 2026 and continue through to the end of September 2027 for a total of 15 months, with the possibility of renewal/extension if the project proceeds into Phase Two.

Compensation:

This is a part-time, independent contractor position. Rate of compensation will be \$500 per month, with the completion of ~25 hours of work each month (\$20/hr).

The Project Administrator will be a self-employed independent entity. Their work will be remote, and this position is built to be flexible on a day-to-day basis around other gigs and paid commitments. As a contractor, the Project Administrator will be responsible for submitting monthly invoices, and for remitting all related income taxes, etc for this position.

Application Process:

Submit your resume and a short letter of interest (including any highlights Burro'd should know about you) to info@burrod.ca before **11:59PM on Tuesday July 7th**.

Interviews will be scheduled the week of July 13th with the position starting as soon as possible - ideally on or before Monday July 20th.

*Please note that as the contract kicks off, **working hours for the month of July will likely be 10-15 hrs per week (to reach the contracted 25hrs/month) before settling into a more flexible pattern for the remaining 14 months.***

Burro'd Theatre values and is committed to diversity, equity, inclusion, and belonging in the workplace. We believe that work is at its best when it draws from the widest possible variety of experiences, and we encourage applicants of all backgrounds and identities to apply. Studies show that candidates from underrepresented groups often only apply to jobs if they know for sure they meet 100% of the qualifications. If you feel you would be a great fit and thrive in this position but are unsure if you meet all the qualifications, we strongly encourage you to submit an application. We are looking for individuals who are willing to learn and grow!

Anti-AI Policy:

Burro'd Theatre is a *Humans-First* | *Anti-AI* company. Your resumes and letters will be reviewed by two living, breathing people and will not be fed into any AI software. In turn, **any applications that are determined to clearly contain AI-generated content will be disqualified from consideration.**