

THEATRE & EXHIBITS CURATOR

Job Type: Full Time Position

Salary: \$55,000-\$65,000 (based on experience)

Location: Prosserman JCC (PJCC) 4588 Bathurst Street, North York ON (Bathurst/Sheppard Area) main domain and Schwartz/Reisman Centre (SRC) 9600 Bathurst St, Vaughan ON (Bathurst/Rutherford Area) as needed.

Our Leah Posluns Theatre at the Prosserman JCC is poised to become a world class event hub in the city of Toronto. We have an ambitious and exciting 3-year plan to elevate our programming quantity and quality, and we are looking for a creative theatre and exhibit curator to join our dynamic team.

Are YOU our Theatre & Exhibits Curator?

Our ideal Theatre Program Curator brings a wealth of knowledge about programming, exhibits and immersive experiences and has a strong creative talent for selecting events for unique audiences. You pay exceptional attention to detail and work well independently and as part of a team. You have experience sourcing independent and professional groups and negotiating contracts to provide a high-quality series and/or one-off performances within budget, as well as being very strong in building relationships to understand community feedback. You understand the nature of live arts and are able to work a flexible schedule. You are able to problem-solve many of the complexities of live performance production to ensure each event is a memorable success. In addition, you have a strong understanding of programming for the Jewish community. Key responsibilities include:

- **Programming** - Designing unique and specific programs and events for the new state-of-the-art Leah Posluns Theatre, continually innovating offerings and curriculum to engage the JCC community and beyond.
- **Exhibits** – Curating community art exhibits and visual displays and overseeing installations at both SRC and PJCC.
- **Relationship Building** - Developing lasting and meaningful relationships with members, partnerships with community organizations, audiences, staff and stakeholders.
- **Operations** – Collaborating with the Theatre and Admin teams, ensure high quality execution of programs and daily operations, to ensure a smooth and cohesive experience for attendees and clients.
- **Outreach and Marketing** - Liaising with the Leah Posluns Marketing Department, effectively promotes theatre programming, exhibits and events to expand current and uncover new markets. Leveraging analytics and surveying community interests provides enhanced feedback.
- **Contract Management**- responsible for all contracts for partnership and JCC events
- **Finances** – Managing theatre and exhibit programming budget and tracking expenses, maximizing impact.

Bonus Points - What will make you stand out?

- Educational Background in Performing Arts or Production.
- 5+ yrs of progressive work in the Arts & Culture industry, including 3+ yrs in supervisory roles.
- Outstanding verbal and written communication skills and the ability to present at public platforms.
- Experience in the creation, implementation, and management of programs, events and departmental budgets and a wide contact base.
- Strong multitasking skills and flexibility to meet varying deadlines; independent self-starter with the ability to work irregular hours, including evenings, weekends and on-call as necessary.
- Proven ability to effectively collaborate with many different teams, both internally and externally
- A commitment to building Jewish Community and alignment with the JCC vision and mission.
- Knowledge and understanding of theatre technology to liaise well with Technical Manager.
- Proficiency in Microsoft Office (Outlook, Excel, Word, Power Point) and Database Management.
- Marketing skills an asset.

Who are We?

At the JCC, you are part of something bigger. You matter.

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more. With a bold goal to triple our community engagement by 2026, we are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Perks & Benefits:

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training, and more.
- Comprehensive Health & Dental Insurance – 75% of the premium covered by the JCC.
- Paid Time Off (PTO) – Vacation, sick days, Jewish holidays, and statutory holidays.
- Work-Life Balance – A flexible, people-centered work environment that values your well-being.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you!

To apply, send your resume and cover letter to Lia Baird, Human Resources Generalist lbaird@srcentre.ca by **August 20, 2025. Please note that we will be conducting rolling interviews.** The JCC does not use Artificial Intelligence (AI) to screen, assess or select applicants.

We appreciate every application; however, only selected candidates will be contacted for an interview. If you require accommodations at any stage of the hiring process, let us know—we are committed to creating an accessible and inclusive workplace.