

THEATRE RENTALS & EVENTS MANAGER

Job Type: Full-Time Position (*In-Person*)

Salary: \$58,000.00-\$65,000.00

Location: Prosserman JCC, 4588 Bathurst Street, North York (Bathurst/Sheppard Area)

Who We Are:

Do you have a passion for the arts and a talent for building relationships? Are you ready to take the next step in your career? At our state-of-the-art JCC and Leah Posluns Theatre there are endless opportunities for dynamic programming and high-caliber events. This role is not just a job; it's a gateway to professional growth and a chance to play a pivotal role in connecting our community through extraordinary arts experiences.

The Jewish Community Centre is more than just a workplace. It is 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.

Are YOU our Theatre Rentals & Events Manager?

The Theatre Rentals & Events Manager is an integral part of the events team, responsible for coordinating and implementing high-end cultural arts experiences and partnerships and providing front-of-house support at Leah Posluns Theatre (LPT). This role helps shape experiences that connect our community with high-caliber arts programming, fostering meaningful relationships and building an inclusive, welcoming environment at the JCC. Work in this role involves on-site event work which takes place during the evening or on weekends.

Key Responsibilities:

Rental Sales and Administration:

- Manage contracts from negotiation to execution: Oversee the negotiation, preparation, and administration of contracts, ensuring timely delivery and compliance with organizational requirements.
- Track rental performance: Monitor key performance indicators (KPIs) for rental sales and client satisfaction.
- Assist in theatre rental sales strategies: Contribute to the creation of sales strategies to drive rental revenue and increase bookings, with a focus on identifying new business opportunities.
- Manage ticketing, invoicing, payment tracking, and associated administrative tasks.

Client Relations:

- Build and maintain strong client relationships: Act as the primary point of contact for clients throughout the planning and execution of events, ensuring their needs are met and expectations exceeded.
- Enhance client retention and satisfaction: Develop strategies to maintain long-term relationships with clients, focusing on client satisfaction, repeat business, and retention rates.
- Collaborate with JCC departments including marketing, fundraising, and sponsorship teams, to ensure seamless collaboration and optimal promotion and engagement.

Event Coordination and Logistics:

- Event logistics coordination: Assist in managing event logistics with internal departments (e.g., technical, marketing, operations) and liaising with external vendors and partners.
- Ensure seamless event execution: Oversee day-of event operations when needed for evening and weekend events, ensuring all activities run on schedule and meet the highest standards of quality and service.

Theatre and Events Curation:

- Curate and implement cultural arts programs and events: Assist in the development and execution of high-quality arts events, ensuring they align with the organization's mission and vision.

- Evaluate program impact and success: Regularly assess the success of programs through feedback, attendance, and other performance metrics, making recommendations for improvements or adjustments as necessary.

What do you bring?

- Post-secondary degree related to theatre management, arts administration, event planning, business, and/or equivalent professional experience.
- Demonstrated ability to build and maintain client relationships.
- Proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint), superior administrative skills.
- Excellent communication and customer service skills. Sales experience a strong asset.
- Experience with design platforms like Canva, or Adobe creative suite.
- Must be available to work a flexible schedule, including days, evenings, and weekends
- Experience supervising and managing staff and volunteers not required but an asset.
- Background or interest in Jewish education, programming, and enrichment.
- Experience in a not-for-profit environment an asset.
- A commitment to building Jewish Community.

What will you receive?

The opportunity to work with some of the most passionate, driven, and effective community builders and programmers in Toronto. Be part of a culture that will continue to challenge and empower you to keep learning and growing.

What else can you expect?

- Swim, workout, and enjoy our classes, programs, events, and performances with a free Membership to the JCC.
- Generous staff discounts on paid programs like summer camp, swimming lessons, personal training, competitive sports leagues, etc.
- People-centered, flexible work environment that always puts your family and/or your personal life and overall well-being first.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences. 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**, at lia@srcentre.ca **by June 30, 2026**.

We appreciate every application, but only selected candidates will be contacted for an interview. If you require accommodation at any stage of the hiring process, let us know. We are committed to creating an accessible and inclusive workplace. The JCC does not use AI for screening.

Let's build something amazing together.