

**Contract Position Open: THEATRE COMPANY ADMINISTRATOR/PRODUCER (part-time)**

Rising Sun Theatre is an Edmonton non-profit theatre in its 21<sup>st</sup> year that creates opportunities for adults with developmental disabilities, facilitated by theatre professionals, to create and perform plays for the public. The company has an opening for a contract position as Administrator/Producer from the end of September, 2025 to mid June, 2026 for a service position that we estimate as taking between 6 and 10 hours weekly, with a one-month break at Christmas. Duties will include grant applications, budgeting and bookkeeping, banking, contracting and negotiating, producing of one major and one smaller production annually, and working closely with the Artistic Director and Board of Directors in keeping the company functioning well.

Applicants should send a resume or CV plus a short cover letter to Hiring Subcommittee, Rising Sun Theatre Society, risingsuntheatre@gmail.com by August 31, 2025.