

Royal Manitoba Theatre Centre

Audio Description Liason – Part-Time Seasonal Position (September 2026 - May 2027)

About the organization:

The Royal Manitoba Theatre Centre (MTC) exists to celebrate the widest spectrum of theatre art. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Royal MTC is Canada's oldest regional theatre. Each year it produces 10 plays at 2 venues, the Winnipeg Fringe Theatre Festival, a regional tour, and many engagement, outreach, and educational activities. Learn more at www.RoyalMTC.ca.

About the job:

Royal MTC is looking for a community-minded, compassionate, enthusiastic person to assist with our Audio Described (AD) Performances. In this role you will enhance the experience of people who are blind or have low vision at our theatre. You will work remotely and in person at seven (7) performances this season.

What is an Audio Described (AD) Performance?

Audio description is most often used by those with vision loss and can also benefit people with processing disorders or learning disabilities. During audio described performances, audience members use an earpiece to hear about the visual elements of the production. The description and equipment is provided by local company VIEW. Royal MTC also hosts guided touch tours before most described performances, where audience members can feel the set, props, or costumes.

Responsibilities

Community Connection:

- Research and discover formal and informal groups/organizations in Manitoba who might be interested in our accessible performances
- Reach out to groups and individuals to share offerings and follow up
- Learn the best ways to communicate with each group in the future
- Collect comments from these populations to help guide MTC's future offerings

Administration:

- Find related learning opportunities for the MTC team
- Prepare documents like large-print programmes by reformatting information from existing files
- Update contact lists

At Performances:

- Help touch tour attendees with wayfinding and act as sighted guide as needed
- Assist describer with handing out equipment, if needed
- Record names and contact information of users of this service who wish to be contacted again
- Watch the performance and return to the lobby at intermission to assist the describer or audience
- Promote upcoming AD shows
- Receive and record feedback from audience members

Qualifications

- Excellent customer service skills
- Calm and helpful attitude
- Good communicator. Experience in outreach, particularly in this community, is an asset.
- Passion for theatre and the arts
- Self-motivated, with ability to focus in a busy environment

- Connection to the low-vision/blind community
- Sighted guide experience an asset
- Guiding people to their seats and the stage requires going up and down stairs
- Familiarity with word-processing software
- Lived experience of disability is preferred (visible or invisible; no documentation needed)

Position Details

You would use your own computer/phone/internet to do this work remotely (please talk to us if this is a barrier.)
You must be legally able to work in Canada.

Who would you work with:

The AD Liaison reports to the Education & Enrichment Manager. This role will also connect with MTC's Sales Coordinator if groups want to book tickets together. At performances, the AD Liaison will collaborate with MTC's Front of House team and work alongside hired describers from VIEW.

Where would you work:

This job has a hybrid environment. Some work may be done remotely, with check-ins via email, phone, video, or in-person at Royal MTC's venues in downtown Winnipeg. Connecting with organizations may happen virtually or in-person, respecting how they like to work. Performances are at Royal MTC's Mainstage (174 Market Ave) and Warehouse (140 Rupert Ave) theatres in downtown Winnipeg.

When would you work:

The hours of this position will vary over the season, with some flexibility in schedule.

Must be available for seven (7) AD Performances, from approximately 5:45-10 pm, all on Tuesdays.

- | | | | |
|--------------|--------------|--------------|------------|
| • October 27 | • December 8 | • February 9 | • April 13 |
| • November 3 | • January 26 | • March 16 | |

Pay and Benefits

This is a part-time contract position with a total of approximately eighty (85) hours, paid hourly at \$20 per hour. As a part-time employee, this role is also eligible for complimentary and discounted tickets throughout the length of employment.

How to Apply

Deadline: August 23, 2026. Submit a resume and cover letter to Ksenia Broda-Milian, Education and Enrichment Manager, by email. Use the subject "AD Liaison" and send to kbroadamilian@royalmtc.ca.

Royal MTC is committed to making our hiring process accessible. If you ask for accommodation at any stage, we will work with that. Please email Ksenia at the address above if you need accommodations to apply or have any questions about this role.

Statement on Diversity

Royal MTC is on a purposeful path to creating an inclusive environment and to becoming an anti-racist organization. This is outlined in our **Equity, Diversity, Inclusion, and Anti-Racism Commitment to Action**. We want to attract workers that reflect and share these values.

We will not contact everyone who applies. You will hear from us if you are chosen for the next step in the hiring for this job. Thank you.