



CALGARY QUEER ARTS SOCIETY

PRESENTATION · CONVERSATION · EDUCATION

With support from [The Rozsa Foundation](#), The Calgary Queer Arts Society is pleased to announce we are seeking a candidate to fill a 6-month paid Operations Coordinator Internship contract, with the possibility of a permanent position being offered at the culmination of the six month term (April - September, 2020).

The qualified candidate must be a graduate of a Canadian Post-Secondary Institution, graduating in the current calendar year or the two years prior, who is interested in pursuing a career in Arts Administration.

Our work environment is collaborative, often fast-paced and always community-minded. As part of a small team, you will play an integral hands-on role, with room for your input, ideas and energy in everything we work on and accomplish together. The ideal candidate is extremely organized, detail-orientated, reliable and trustworthy, with strong written and oral communication skills.

As part of our commitment to the holistic development of the internship experience, part of this contract will include time set aside for developing mentorship relationships in the community, and working on a self-directed 'legacy project'. You will gain valuable hands-on experience by working across departments to help us realize the execution of our biggest event of the year - The Fairy Tales Queer Film Festival, as well as our Calgary Pride programming and year-round activities.

Schedule: Full-time, weekdays 10am-5pm (35 hours/week). Work schedule requires expanded hours and flexibility during peak periods, with time in lieu offered for overtime hours.

Rate of Pay: \$20 per hour

JOB DESCRIPTION

Event Coordination and Box Office/FOH management

- In collaboration with The CQAS team, assist with the planning, coordination and execution of operational and event logistics for The Fairy Tales Film Festival, and 2020 Calgary Pride events, including: marketing and distribution, venue logistics, box office, artist contracts, volunteer staffing, etc.
- Set-up and manage box office systems, including building all events for online sales and answering patron ticket inquiries.
- Be on site for all festival events to assist with set up and take-down, ensuring processes and procedures are in place.
- Run Box Office during all festival and Calgary Pride events, working with seasonal festival staff and volunteers to ensure a smooth FOH process is in place for our patrons.
- Oversee concession, merch and bar sales, in coordination with seasonal staff and volunteers.
- Manage cash floats and daily petty cash reconciliations, coordinating with the Executive Director to ensure the security of cash and timely deposits.
- Provide a comprehensive box office report that covers ticket sales, event attendance, bar, concession and merch sales (at the culmination of the festival).
- Represent the organization at community activities in collaboration with The Marketing Director.

Volunteer Management

- Recruit volunteers for The Fairy Tales Film Festival and Calgary Pride events.
- Develop and administer intake protocol, forms, and records to document volunteer recruitment. Identify volunteer assignments and job descriptions.
- Administer policies, procedures and job descriptions which guide the volunteers for the Festival. Manage the transition of this portfolio to the seasonal Volunteer Coordinator contract.
- In collaboration with the Festival Volunteer Coordinator, orient volunteers to increase their understanding of the organization, its patrons, its services and the role and responsibilities of volunteers.
- Directly supervise our full-time katimavik office volunteer to ensure they are supported in fulfilling their tasks.
- Ensure a safe and inclusive working environment for all volunteers.
- Maintain Benevity reporting for applicable volunteer hours.

Office Administration

- Provide customer service and field inquiries and correspondence (phone, email, and in-person).
- Organize, disseminate, and file contracts as required for venues, performers, etc.
- Assist in administering intake of OutReels bookings and inquiries.
- Other administrative duties as required.

Financial Administration

- Prepare Accounts Receivable invoices for OutReels, Sponsorships and other items as requested. Ensure payments to the society are received in a timely manner.
- Pay out invoices as directed by the Executive Director in a timely manner. Collect corresponding receipts to be handed monthly to the Book-Keeper.

Board Administration

- Organize communications to the board and attend board meetings.

Professional Development

- Engage in weekly mentorship meetings with arts professionals (a small budget for coffee meetings will be provided by CQAS).
- Spearhead the development of a Key Performance Indicator document, in collaboration with The CQAS team, as a 'legacy project'.

QUALIFICATIONS

- Extremely organized and detail-orientated. Reliable, trustworthy, punctual, strong written and oral communications skills
- Comfortable with technology and familiar with Mac and Windows systems, including office suites and box office/ticketing systems. Familiarity with Google Drive, Asana, Showpass, Payworks or Quickbooks considered an asset.
- Experience with cash management is considered an asset.
- Ability to take direction and collaborate with the existing CQAS staff to report on all accountabilities weekly.
- Friendly, optimistic and well-spoken individual who can represent Fairy Tales to

the community at large with integrity and professionalism. Experience leading a team is considered an asset.

- Driver's licence and/or access to a vehicle considered an asset.
- Candidate must be a graduate of a Canadian Post-Secondary Institution, graduating in the current calendar year or the two years prior.

Reports to: Executive Director

We encourage individuals of equity-seeking demographics to self-identify in your application.

Please submit a cover letter and resume to erin@queerartsyyc.com on or before March 22, 2020.

Interviews will take place the week of March 23rd - 27th, with the successful candidate available to start as soon as possible. We thank everyone in advance for their submission, but only successful candidates will be contacted for an interview.