**Director of Board / Human Resources**

**ChatterBox Theatre Society**

**Calgary, Alberta, T2Z 2M1**

ChatterBox Theatre Society is a charity serving South Calgary and Okotoks regions. As per our mission, we are more than a theatre as we are dedicated to delivering a meaningful theatrical experience to young audiences through interaction and humour. We aim to teach children positive values and offer them support in their development stages, build a stronger community by encouraging public interaction and dialogue, and nurture and promote our local artists. We focus on the values of family, friendship, teamwork, and trust. We lead by example, so we need to be what we want our children to become.

**Director of Board / Human Resources Position type: Part-time, Volunteer**

ChatterBox Theatre Society is looking for a Volunteer Board Member. The Director of Board/HR will offer guidance to the President, Board of Directors and the Executive Director, ensuring good people planning, decision-making and oversight at a governance level. The Director of Board/HR is an executive and voting member of the board of directors.

**Key Responsibilities**

* Develop ChatterBox Theatre Society’s HR Policies,
* Oversee and advise the board about matters of staff and people operations.
* Ensure effective measures, controls, policies and procedures are in place and followed as prescribed.

*As a team member and director of board, you will:*

* Safeguard the activities of ChatterBox Theatre Society, ensuring the strategy and culture are respected at all times.
* Increase community involvement and promote the efforts of ChatterBox Theatre Society.
* Assist the organization in community art/theatre projects and fundraising when needed.
* Review financial reports.
* Assisting the organization when needed and actively participating in board meetings.

**Skills and Experience**

* Experience in human resources, policy development, employee engagement, relationship management, coaching and mentoring.
* Ability to work independently as well as collaboratively with a team.
* Demonstrated interest in the arts, youth education and/or increasing community involvement with children and families.
* Creativity, positivity and integrity are mandatory values.
* Previous board experience is an asset but is not required.

Languages: English

Compensation: This is a volunteer position. A volunteer letter will be provided.

Commitment: 1 hour per month for regular BOD meetings. + 4 to 6 hours per month to discuss and manage decisions related with staff, if necessary. 2 to 3 hours for the Annual General Meeting to review the organization’s achievements: mission, strategy, budget and actual, fundraising, etc. This position may be required to attend special ad hoc meetings when necessary. Due to Covid restrictions, this is a remote position.

If you share the same values, want to be a part of an exciting organization, and would like to make a valuable contribution to our community, please send your resume and a cover letter to: [contact@chatterboxtheatresociety.com](mailto:contact@chatterboxtheatresociety.com).

To learn more about our plans, people and culture, visit our website at:<https://www.chatterboxtheatresociety.com/>

We are strongly committed to diversity, equity, and inclusivity within the community. We welcome and encourage applications from all religious backgrounds, BIPoC, people with disabilities, and others who can contribute to the diversification of our community. Interested candidates are encouraged to submit a resume and a cover letter.

We thank you for your interest in this opportunity; however, only those selected for an interview will be contacted.