



## Job Posting Rentals Coordinator

### **About Us**

In our operations and management at West Village Theatre (WVT), we hold the following values: We want people to feel at home to work, play, and experiment at West Village Theatre. We approach our community relationships with a spirit of generosity. We strive to be an organization that says “yes” whenever possible and to support our guests in finding alternatives whenever it isn’t.

We work with grace, understanding, and empathy. We commit to hosting a brave space that honours the complex and rich humanity of our community. We are good neighbours and take ownership of our community role in the neighborhood of Sunalta, the city of Calgary, and the larger performing arts community. We approach our responsibilities with a spirit of partnership, mutual care, and respect for each other.

West Village Theatre is a place of connection. We celebrate our theatre as a site of radical artistic empathy, and embrace the power of performance to build bridges of understanding, love, spirituality, and meaning. We create belonging with each other, with artists, with audiences, and with the community at large.

West Village Theatre is a unique space within the artistic ecology of Calgary. We are in service to our community by offering space to rent for artists and the public to witness, learn, gather, grow, create, rehearse, and perform. We understand that versatility is key to the service we provide, and therefore eagerly adapt to shifts in culture, design, advancing technologies, and new and different ways of expressing our theatrical space.

West Village Theatre holds a space of magic and possibility within our community. We champion the transformative power of theatre for both artists and audiences, welcoming emerging and established artists to evolve and grow their practice in our space. We acknowledge the intersection of art and audience as essential to our space of creation – to the aliveness of the space.

### **Rentals Coordinator Duties**

West Village Theatre is currently seeking someone to take on the following responsibilities and duties within the organization. These duties will include but not be limited to:

- Help us maximize rental potential by sourcing and pursuing rental opportunities within the artistic and corporate communities. This includes helping us stay connected with all types of communities.
- Providing outstanding, expedient, and efficient customer service and develop professional and on-going relationships with clients
- Maintain the WVT rental calendar and theatre schedule
- Coordinate onsite services for rental events as necessary
- Preparing and administering rental contracts
- With the assistance of the WVT board president, reconcile and settle the rental final invoice with client
- Liaise technical staff to fulfill rental client needs
- Liaise with rental client to ensure rental needs are understood internally for each event
- Coordinating resident companies in support of events as necessary

- Working with WVT bookkeeper and board secretary to help develop rental budgets and track progress towards reaching revenue goals
- Working with WVT board chair to help ensure the values and integrity of WVT is maintained
- Ensure the venue is kept clean, organized, and held with pride.

## Qualifications

We are seeking an individual who is looking at helping WVT expand its reach to the community through excellent customer service, organized nature, and shared values. This position is funded by Canada Summer Jobs with the possibility of extension into permanent work.

- We are seeking applicants who have a predisposition to act with initiative and independence; someone who is brave to connect with new and existing rental clients or partners.
- Excellent customer service skills are essential.
- Good verbal and written communication skills are necessary as well as the ability to speak publicly in networking settings on behalf of the WVT's rental business.
- Knowledge of Microsoft office is essential.
- Knowledge of Squarespace, Hootsuite, and social media is helpful.
- The successful applicant will report to the WVT board president and secretary. This is an opportunity to learn venue management, and a chance to connect with the greater performing arts community of Calgary.

COVID-19 rules and safety precautions pending, this position will be expected to work in person at the West Village Theatre office located in the SunAlta community of Calgary, just west of downtown.

## How to apply:

Please indicate your interest by emailing [info@westvillagetheatre.com](mailto:info@westvillagetheatre.com) with your resume and a cover letter. If you would like to request application assistance, please contact [info@westvillagetheatre.com](mailto:info@westvillagetheatre.com) or call 403-242-7118 x2 for assistance.

Deadline to apply is June 30<sup>th</sup>, 2021. We're hoping the chosen applicant will begin work by the beginning of July and will choose a start date that works for all parties.

We *will* contact all those who apply. Applicants who we are interested in working with will be invited to participate in an interview, which will be no longer than 30 minutes and will be conducted over Zoom. The questions for the interview will be provided in advance.

This position is 20 hours/week at \$17/hour. The position is for 14 weeks. We expect the 20 hours will be consistent over the course of this contract. This position is funded through the Canada Summer Jobs program and as such, applicants must be under the age of 30 years old at the time they start work and must be eligible to work in Canada.

West Village Theatre is committed to actively supporting anti-racism & anti-oppression and working against systems of oppression. As part of our efforts towards a more equitable, diverse, inclusive, and accessible future in the performing arts, we are recruiting to build a diverse team of people of all backgrounds and identities.