**Zoom Coordinator Volunteer**

**ChatterBox Theatre Society**

**Calgary, Alberta, T2Z 2M1**

**Zoom Coordinator Volunteer Position type: Part-time, Volunteer**

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.

Covid-19 has had an immense impact on the youth sector, including mental health problems and stress, financial pressures, isolation from peers and school environment. ChatterBox Theatre Society offers the Story Writing Summer Project free of charge to students in Calgary and the surrounding areas.

ChatterBox Theatre Society is looking for a volunteer Zoom Coordinator, to offer technical support during two public events related with the Story Writing Summer Project, offered to students in Calgary and Okotoks over the months of July and August.

**Key Responsibilities**

* Advise on technical solutions and participate in technical planning of the two public video events during the months of July and August, 2021.
* Ensure technical support and troubleshoot technical issues during live public events.

**Skills and Experience**

* Proved knowledge of Zoom functionality and technical skills.
* Ability to work independently as well as collaboratively with a team.
* Integrity, creativity and positivity are mandatory values.

Languages: English

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

Commitment: 2 to 4 hours for technical planning of video events + two hours per event during July and August. 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.