



## OFFICE & MEMBERSHIP COORDINATOR REQUIRED

(Limited Term Position, ~15 Months)

Deadline to Apply: October 4, 2021

**Theatre Alberta** is a provincial arts service organization and registered charity that represents ~900 theatre artists, enthusiasts, students, educators, and community and professional theatre companies from across the province. We are dedicated to encouraging the growth of theatre in Alberta by providing the highest quality programs and services:

workshops and camps for teens and adults, urban and rural  
Canada's largest independent fully-circulating theatre library  
online resource sharing services for auditions, employment, and productions  
theatre news, publications, and advocacy

We require a highly motivated and organized **Office and Membership Coordinator** to join our team. Responsibilities include, but are not limited to:

- first point of contact for Theatre Alberta members and the general public
- overall office administration and management, including maintenance of equipment, computer network, and computer software
- maintenance of membership database(s)
- member correspondence, retention, and recruitment
- basic financial responsibilities: receipting revenue, tracking expenditures, and invoicing
- administrative support for programs and services, including fundraising initiatives
- training new staff members in Theatre Alberta office policies and procedures
- administrative support to the Executive Director
- participation in Theatre Alberta's overall strategic mission and direction

Applicants should be enthusiastic about theatre, enjoy working with people, and able to work both independently and as a team member. Excellent written and oral communication skills, computer skills, and a working knowledge of the theatre industry are required. Previous work in the charitable sector and/or a member services organization will be considered an asset.

This is a full-time ~15-month term position, with benefits after three months, located in Edmonton. Due to the nature of Theatre Alberta's work and programs, some evening/weekend hours and travel may be required. The Theatre Alberta team is currently working remotely but may transition back to the office and in-person programming if/when safe to do so. Employee safety and comfort will be prioritized. Position term is expected to be November 2021 through January 2023. Annual salary range \$40,000 – \$41,500. We welcome ALL applicants and interest!

By **October 4, 2021**, please forward a detailed letter highlighting your interest and qualifications, as well as a resume, to Keri Mitchell, Executive Director. [keri@theatrealberta.com](mailto:keri@theatrealberta.com)

**To learn more about Theatre Alberta, please visit us online at [www.theatrealberta.com](http://www.theatrealberta.com).**