

Board Director – various positions



10-20 hours / monthly

January 1, 2022 - December 31, 2023

BACKGROUND

ChatterBox Theatre Society has been 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 all stages of their development. In addition, we strive to build a stronger community by encouraging public engagement and dialogue, while nurturing and promoting our local artists.

WHAT DO WE DO?

ChatterBox Theatre provides positive and interactive theatrical experiences for children in the community. Our purpose is not only to create unique and enjoyable productions, but also teach children concepts of feelings and how they influence the world around them.

Apart from the education and entertainment of our unique plays, we also offer support for the local artistic community by creating development opportunities for young performers. We also help connect the public with emerging artists, offering space for exhibitions and periodic events.

WHY SHOULD YOU VOLUNTEER FOR THIS OPPORTUNITY?

ChatterBox Theatre Society is a “grass roots” non-profit organization about to embark on a period of significant growth. We need your passion and expertise in shaping that for the future! Our volunteers are very committed and passionate, and help ensure successful outcomes of programs. Upon successful completion of the volunteer role or project, you can use us as a reference for your future roles. Volunteer hours may be used for maintaining your professional designation and/or program studies.

HOW TO APPLY

We encourage interested and qualified candidates to review the job descriptions below. Please send a brief email explaining why this is an opportunity you are passionate about, as well as your resume and brief biography to contact@chatterboxtheatresociety.com. You may apply for multiple Board Director positions on one email. Include the subject line: “Board Director – Title of Position(s)” in your email. To learn more about ChatterBox Theatre Society, or to donate to our cause, please visit our website at www.chatterboxtheatresociety.com.

BOARD DIRECTOR POSITIONS

Board Director – Advocacy:

The Board Director – Advocacy reports to the Board Chair and provides leadership to the Board in the areas of advocacy and government relations. This role is responsible for providing expertise in the areas of educating policy makers or local legislators, as well as keeping government officials or policy makers up to date on the latest community trends. This senior leadership role will also guide and coach others to ensure the organization meets its advocacy goals.

Duties & Responsibilities

- Attend and be prepared for Board meetings to discuss key issues, and provide strategic guidance and governance on advocacy and government relations topics to the Board of Directors.
- Interpret current and new trends coming from government parties that apply to the organization and explain them in clear terms to the Board and management.
- Design, implement, and teach advocacy strategies and approaches on behalf of the organization.
- Approve policy, contracts and other recommendations received from the Board of Directors.
- Approve annual budgets and audit reports, as set out for the organization, and monitor the finances to ensure it supports this budget.
- Engage in discussions around reports on the performance and budget of fundraising initiatives.
- Participate in the financial governance and fundraising initiatives within the organization.
- Strive to meet all legal and fiduciary responsibilities.

- Develop and approve the Terms of Reference of the Advocacy Committee, and ensure that committee members understand them.
- Contribute to the development of the organization's reputation as a leading theatrical experience provider for children and the local artistic community in Calgary and area.
- Participate in fundraising or special events hosted by the organization or by others in the community who are supporting the organization.

Skills and Knowledge

- Demonstrated leadership / advisory skills with leading and coaching teams, with specific experience in terms of advocacy and government relations.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization and its mission.
- Excellent interpretation and communication skills to understand current and new government trends and translate these to members of the Board.
- Self-starter, who is motivated to stay abreast of new advocacy and government relations trends and persistent in researching clear and definitive answers for the organization.
- Strong work ethic and passionate commitment to advancing the mission of the organization.
- Ability to think strategically and govern accordingly.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission of the organization.
- Friendly, professional demeanor and considered approachable by others.
- Ability to effectively communicate ideas, concepts, and opinions, while respecting others when they do the same.
- Strong organizational and process-driven skills, with an excellent follow-through.
- Strong project management skills with the ability to manage multiple projects concurrently.

Qualifications

- 5 – 10 years' experience in the area of advocacy and/or government relations.
- Bachelor's degree or equivalent experience in Political Science, Public Relations, or Business.
- Experience working with non-profit organizations and/or similar role.
- Previous Board experience is considered an asset.
- Passionate interest in theatre and education of the fine arts in Calgary.
- Bringing a network of potential collaborators considered an asset.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including vulnerable sector verification).

CERTIFICATION OR EDUCATION REQUIRED:

Bachelor's degree or equivalent experience in Political Science, Public Relations, or Business.

Board Director – Corporate Sponsorship:

The Board Director – Corporate Sponsorship reports to the Board Chair and provides leadership in the area of corporate sponsorships to achieve annual and long-term fundraising goals. This role is responsible for providing expertise in building strong, mutually beneficial business relationships with corporate partners. Working closely with the organization's Committees, this senior leadership role will guide and coach teams to ensure the organization meets its goals through company recognition programs, sponsored advertising, employee volunteerism, and/or in-kind donations.

Duties & Responsibilities

- Attend and be prepared for Board meetings to discuss key issues, and provide strategic guidance and governance on corporate sponsorship topics to the Board.
- Provide guidance and coaching in developing and implementing annual fundraising and marketing strategies to pursue resources from prospective and established corporate sponsors that are aligned with the organization's mission.
- Partner with the Fundraising Manager to prepare the annual corporate sponsorship targets for approval.
- Approve annual budgets and audit reports, as set out for the organization, and monitor the finances to ensure it supports this budget.
- Engage in discussions around reports on the performance and budget of fundraising initiatives.

- Participate in the financial governance and fundraising initiatives within the organization.
- Approve policy, contracts and other recommendations received from the Board of Directors.
- Strive to meet all legal and fiduciary responsibilities.
- Coach relevant organization Committees to carry out specific corporate sponsorship initiatives to support meeting annual fundraising goals.
- Contribute to the development of the organization's reputation as a leading theatrical experience provider for children and the local artistic community in Calgary and area.
- Participate in fundraising or special events hosted by the organization or by others in the community who are supporting the organization.

Skills and Knowledge

- Demonstrated leadership skills with coaching teams to successful outcomes, specifically in corporate sponsorship or fundraising.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization and its mission.
- Ability and confidence in telling a compelling story about the organization that others believe in.
- Self-starter, who is motivated by achieving goals and tasks.
- Strong work ethic and passionate commitment to advancing the mission of the organization.
- Ability to think strategically and govern accordingly.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission of the organization.
- Friendly, professional demeanor and considered approachable by others.
- Ability to effectively communicate ideas, concepts, and opinions, while respecting others when they do the same.
- Strong organizational and process-driven skills, with an excellent follow-through.
- Strong project management skills with the ability to manage multiple projects concurrently.

Qualifications

- 5 – 10 years' experience in corporate sponsorships, fundraising, and/or application of corporate subsidies.
- Experience supporting corporate sponsorship campaigns and projects.
- Experience working with non-profit organizations and/or similar role.
- Previous Board experience considered an asset.
- Passionate interest in theatre and education of the fine arts in Calgary.
- Bringing a network of potential collaborators considered an asset.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

Board Director – Fundraising:

The Board Director – Fundraising reports to the Board Chair and provides leadership to the Board in the areas of fundraising strategy and budgets to achieve annual fundraising goals. This role is responsible for providing expertise in fund campaigns, grant writing, subsidies, and sponsorships. They will establish the Fundraising Committee and its members, and work closely with the Fundraising Manager to guide and coach the team on meeting its fundraising goals.

Duties & Responsibilities

- Attend and prepare for Board meetings to discuss key issues, and provide strategic guidance and governance on fundraising topics to the Board of Directors.
- Provide coaching to the Fundraising Manager in developing and implementing the annual fundraising strategy to pursue funding from both prospective and established donors, sponsors, and agencies.
- Partner with the Fundraising Manager to prepare the annual fundraising budgets for approval.
- Approve annual budgets and audit reports, as set out for the organization, and monitor the finances to ensure it supports this budget.
- Engage in discussions on the performance and financial governance of fundraising initiatives.
- Approve policy, contracts and other recommendations received from the Board of Directors.
- Strive to meet all legal and fiduciary responsibilities.
- Develop and approve the Terms of Reference (TOR) of the Fundraising Committee, populate the committee, and ensure members fully understand the TOR.

- Coach the Fundraising Committee and its members to carry out specific initiatives set out by the Board of Directors.
- Contribute to the development of the organization's reputation as a leading theatrical experience provider for children and the local artistic community in Calgary and area.
- Participate in fundraising or special events hosted by the organization or by others in the community in support of the organization.

Skills and Knowledge

- Demonstrated leadership skills leading and coaching teams to successful outcomes, with specific experience in terms of fundraising, grant writing, or related development experience.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization.
- Ability and confidence in telling a compelling story about the organization.
- Self-starter, who is motivated by achieving goals and tasks.
- Strong work ethic and passionate commitment to advancing the mission of the organization.
- Ability to think strategically and govern accordingly.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission.
- Friendly, professional demeanor and considered approachable by others they interact with.
- Ability to effectively communicate ideas, concepts, and opinions, while respecting others when they do the same.
- Strong organizational and process-driven skills, with an excellent follow-through.
- Strong project management skills with the ability to manage multiple projects concurrently.

Qualifications

- 5 – 10 years' experience in the area of fundraising, grant writing, and/or government or corporate subsidies.
- Demonstrated work or volunteer experience in securing funding from private, foundation, and/or corporate donors.
- Experience supporting fundraising campaigns and projects within Canada.
- Experience working with non-profit organizations and/or similar role.
- Previous Board experience is an asset.
- Passionate interest in theatre and education of the fine arts in the Calgary community.
- Bringing a network of potential collaborators an asset.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

Board Director – Legal & Compliance:

The Board Director – Legal / Compliance reports to the Board Chair and provides leadership in the areas of fiduciary duties and legal / compliance measures and processes. This role provides expertise in the areas of legal regulations and compliance & ethics policies, ensuring policy statements are clearly written and consistent, and reporting on compliance and ethics metrics to the Board. This role will coach others to ensure the organization meets its legal, compliance, and ethical commitments.

Duties & Responsibilities

- Attend and be prepared for Board meetings to discuss key issues, and provide strategic guidance and governance on legal / compliance topics.
- Interpret new legal and compliance regulations that apply to the organization and explain them in clearly to the Board.
- Design and implement internal policies that ensure external compliance requirements are met.
- Approve policy, contracts and other recommendations received from the Board.
- Review and evaluate the organization's policies, procedures, and/or reports to identify potential risks or issues and provide recommendations to mitigate.
- Approve annual budgets and audit reports, as set out for the organization, and monitor the finances to ensure it supports this budget.
- Engage in discussions around reports on the performance and budget of fundraising initiatives.
- Participate in the financial governance and fundraising initiatives within the organization.
- Strive to meet all legal and fiduciary responsibilities.

- Review and provide feedback on Terms of Reference, developed by Board members, to ensure committee members understand them.
- Contribute to the development of the organization's reputation as a leading theatrical experience provider for children and the local artistic community in Calgary and area.
- Participate in fundraising or special events hosted by the organization or by others in the community who are supporting the organization.

Skills and Knowledge

- Demonstrated leadership / advisory skills, coaching teams to successful outcomes, with specific legal, compliance, ethics, or related experience.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization.
- Excellent interpretation and communication skills to understand legal / compliance texts and translate these to the Board.
- Self-starter, who is motivated to stay abreast of new compliance developments and persistent in researching clear and definitive answers for the organization.
- Strong work ethic and passionate commitment to advancing the mission.
- Ability to think strategically and govern accordingly.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission of the organization.
- Ability to effectively communicate ideas, concepts, and opinions, while respecting others when they do the same.
- Strong organizational and process-driven skills, with an excellent follow-through.

Qualifications

- 5 – 10 years' experience in the area of law, compliance, and/or ethics.
- Bachelor's degree or equivalent experience in Law, Ethics, or Business Administration.
- Demonstrated experience in researching and translating external compliance requirements into internal policies.
- Experience working with non-profit organizations and/or similar role.
- Previous Board experience is considered an asset.
- Passionate interest in theatre and education of the fine arts in Calgary.
- Bringing a network of potential collaborators considered an asset.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

Certification or Education Required

Bachelor's degree or equivalent experience in Law, Ethics, or Business Administration.

Board Director – Marketing & Communications:

The Board Director – Marketing & Communications reports to the Board Chair and provides leadership in marketing & communications strategy to achieve annual goals. This role provides expertise in branding initiatives, development of marketing plans & programs, and innovative advertising through marketing channels. They establish the Marketing & Communications Committee, and work closely with the Marketing & Communications Manager to meet marketing goals.

Duties & Responsibilities

- Attend and prepare for Board meetings to discuss key issues, and provide strategic guidance and governance on marketing & communications topics.
- Provide guidance in developing and implementing creative annual strategies to attract an audience, ensuring the 'right content goes to the right people'.
- Partner with the Marketing & Communications Manager to prepare annual marketing budgets for approval by the Board.
- Approve annual budgets and audit reports, as set out for the organization, and monitor the finances to ensure it supports this budget.
- Engage in discussions around reports on the performance and budget of fundraising initiatives.
- Participate in the financial governance and fundraising initiatives within the organization.
- Approve policy, contracts and other recommendations received from the Board.

- Strive to meet all legal and fiduciary responsibilities.
- Develop and approve the Terms of Reference of the Marketing & Communications Committee and ensure committee members understand them.
- Coach the Committee to carry out specific initiatives that supports the organization's annual marketing goals.
- Contribute to the development of the organization's reputation as a leading theatrical experience provider for children and the local artistic community in Calgary and area.
- Participate in fundraising or special events hosted by the organization or by others in the community who are supporting the organization.

Skills and Knowledge

- Demonstrated leadership skills with coaching teams to successful outcomes in marketing or communications.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization.
- Ability and confidence in telling a compelling story about the organization.
- Self-starter, who is motivated by achieving goals and tasks.
- Strong work ethic and passionate commitment to advancing the mission.
- Ability to think strategically and govern accordingly.
- Ability to work independently while collaborating with other team members to achieve desired outcomes.
- Friendly, professional demeanor and considered approachable by others.
- Ability to effectively communicate ideas, concepts, and opinions, while respecting others when they do the same.
- Strong organizational and process-driven skills, with an excellent follow-through.
- Strong project management skills with the ability to manage multiple projects concurrently.

Qualifications

- 5 – 10 years' experience in the area of marketing and/or communications.
- Bachelor's degree or equivalent experience in Marketing, Communications, or Business Administration.
- Demonstrated experience in securing marketing sponsorships from private, foundation, and/or corporate donors.
- Experience supporting marketing & communications projects.
- Experience working with non-profit organizations and/or similar role.
- Previous Board experience is considered an asset.
- Passionate interest in theatre and education of the fine arts in the Calgary community.
- Bringing a network of potential collaborators considered an asset.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

Certification or Education Required

Bachelor's degree or equivalent experience in Marketing, Communications, or Business Administration.

Board Director – Property Management:

The Board Director – Property Management reports to the Board Chair and provides leadership to the Board in the areas of construction, operations, and maintenance activities within properties or equivalent assets. This role is responsible for providing expertise in the areas of maintaining or constructing properties, local safety codes, and project management skills related to operating costs and budgets associated with properties. This senior leadership role will also guide and coach others on the team to ensure the organization meets its property management obligations.

Duties & Responsibilities

- Attend and be prepared for Board meetings to discuss key issues, and provide strategic guidance and governance on property management or safety code topics to the Board.
- Interpret new property management regulations that apply to the organization and explain them in clear terms to the Board.

- Design and implement property or construction management plans that ensure property requirements are met.
- Approve policy, contracts and other recommendations received from the Board of Directors.
- Approve annual budgets and audit reports, as set out for the organization, and monitor the finances to ensure it supports this budget.
- Engage in discussions around reports on the performance and budget of fundraising initiatives.
- Participate in the financial governance and fundraising initiatives within the organization.
- Strive to meet all legal and fiduciary responsibilities.
- Contribute to the development of the organization's reputation as a leading theatrical experience provider for children and the local artistic community in Calgary and area.
- Participate in fundraising or special events hosted by the organization or by others in the community who are supporting the organization.

Skills and Knowledge

- Demonstrated leadership / advisory skills with coaching teams to successful outcomes in the areas of property management or related experience.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization and its mission.
- Excellent interpretation and communication skills to understand property management regulations, with the ability to translate these to Board members.
- Self-starter, who is motivated to stay abreast of new property management developments and persistent in researching clear and definitive answers for the organization.
- Strong work ethic and passionate commitment to advancing the mission.
- Ability to think strategically and govern accordingly.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission of the organization.
- Friendly, professional demeanor and considered approachable by others.
- Ability to effectively communicate ideas, concepts, and opinions, while respecting others when they do the same.
- Strong organizational and process-driven skills, with an excellent follow-through.
- Strong project management skills with the ability to manage multiple projects concurrently.

Qualifications

- 5 – 10 years' experience in property management, construction, or real estate.
- Bachelor's degree or equivalent experience in Engineering, Science, or Commerce.
- Experience supporting structural engineering, property, or construction projects.
- Experience working with non-profit organizations and/or similar role.
- Previous Board experience is considered an asset.
- Passionate interest in theatre and education of the fine arts in Calgary.
- Bringing a network of potential collaborators considered an asset.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

Certification or Education Required

Bachelor's degree or equivalent experience in Engineering, Science, or Commerce.

Board Director – Youth Education:

The Board Director – Youth / Education reports to the Board Chair and provides leadership in the areas of education and community involvement strategies. This role provides expertise in areas of education activities and projects to further the organization's mission, as well as building strategic relationships with organizations and community partners. Working closely with the Program & Production Manager, this role will guide the team to ensure the organization meets its annual education and community goals.

Duties & Responsibilities

- Attend and be prepared for Board meetings to discuss key issues, and provide strategic guidance and governance on education and community involvement topics to the Board.
- Provide guidance and coaching to the Program & Production Manager in developing and implementing appropriate theatre content, including scripts, stories, and project plans.

- Partner with the Program & Production Manager to prepare the annual programming budgets for approval by the Board.
- Approve annual budgets and audit reports, as set out for the organization, and monitor the finances to ensure it supports this budget.
- Engage in discussions around reports on the performance and budget of fundraising initiatives.
- Participate in the financial governance and fundraising initiatives within the organization.
- Approve policy, contracts and other recommendations received from the Board.
- Strive to meet all legal and fiduciary responsibilities.
- Develop and approve the Terms of Reference of the Programming Committee and ensure committee members understand them.
- Co-establish the Programming Committee and populate it with qualified and passionate individuals.
- Coach the Committee to carry out specific initiatives that supports the organization in meeting its annual education and community involvement goals.
- Contribute to the development of the organization's reputation as a leading theatrical experience provider for children and the local artistic community in Calgary and area.
- Participate in fundraising or special events hosted by the organization or by others in the community who are supporting the organization.

Skills and Knowledge

- Demonstrated leadership / advisory skills with coaching teams to successful outcomes in terms of education, community involvement, or related experience.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization and its mission.
- Ability and confidence in telling a compelling story about the organization.
- Self-starter, who is motivated by achieving goals and tasks.
- Strong work ethic and passionate commitment to advancing the mission.
- Ability to think strategically and govern accordingly.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the organization.
- Friendly, professional demeanor and considered approachable.
- Ability to effectively communicate ideas, concepts, and opinions, while respecting others when they do the same.
- Strong organizational and process-driven skills, with an excellent follow-through.

Qualifications

- 5 – 10 years' experience in education, training, fine arts, or communication.
- Bachelor's degree or equivalent experience in Education, Fine Arts, or Communication.
- Experience working with non-profit organizations and/or similar role.
- Previous Board experience considered an asset.
- Passionate interest in theatre and education of the fine arts in Calgary.
- Bringing a network of potential collaborators considered an asset.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

Certification or Education Required

Bachelor's degree or equivalent experience in Education, Fine Arts, or Communication.