



**Morpheus Theatre**  
Lower level – Parkdale Community Centre  
3512 – 5<sup>th</sup> Avenue NW Calgary, AB T2N 0V7  
Info & Tickets: 403.246.2999

## Part-Time Employment Opportunity Theatre Administrator

Morpheus Theatre is seeking a Theatre Administrator to join our office team. This is a part-time employee position beginning in September 2022 (2 days / 8 to 10 hours per week).

### **Morpheus Theatre**

Morpheus Theatre is a proud member of Calgary's community theatre scene and is about to embark on our 28th season of shows worth seeing. Morpheus Theatre performs out of the Pumphouse Theatre with offices and rehearsal space in the Parkdale Community Centre. Our typical season of shows includes a farce or comedy, a family pantomime, a more intimate comedy or drama and a Gilbert & Sullivan operetta. We also run a junior theatre school, and various educational workshops for adults. With the exception of some part-time office staff, Morpheus Theatre is run exclusively by volunteer members.

### **Morpheus is Seeking a Part-Time Theatre Administrator**

This position entails sharing general administrative duties relating to box office operations, marketing and bookkeeping. This includes but is not limited to sharing tasks including, handling individual, group and subscriber ticket sales (both Morpheus and third party), updating the volunteer and patron databases, organizing and maintaining Morpheus' rehearsal space, properties and costumes, handling some production-related duties, assisting with marketing and social media activities, and simple bookkeeping transactions.

In addition, the Theatre Administrator will also help coordinate our adult workshop series and includes programming workshops (topics, dates, instructors, promoting and selling the workshop and coordinating with the instructors and any sponsors). This will also include setting up the workshop space, greeting instructors and participants, and ensuring that all forms are completed.

Morpheus Theatre is also looking for someone that has basic accounting / bookkeeping experience, and can assist with entering invoices, general ledger entries and deposits, preparing cheques, bank deposits, payroll, filing of paperwork, bank and credit card reconciliations, and assisting with financial reporting.

This is not a computer-only based job, but includes customer service, volunteer management, information distribution, facility management and creative problem solving. It will require an open-minded, multi-faceted individual. The Theatre Administrator will work closely with the Operations Manager, Treasurer and Artistic Director.



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**Employment Details:**

The Theatre Administrator will be expected to work approximately 8 to 10 hours/week. The times are flexible and negotiable; however, core hours would include two regular days a week from 1pm to 5pm. Ideally the candidate can work Fridays and one other weekday. Additional days may be required for vacation coverage. Morpheus Theatre will offer an hourly wage based on experience.

The successful candidate will have:

- Strong interpersonal, verbal and written communication skills
- People-focused attitude, pleasant phone persona
- Comfortable with email, Microsoft Office and social media
- Experience with Theatre Manager, Wordpress, and Quickbooks would be a bonus
- Strong self-discipline, initiative, ability to self-manage, and follow complex instructions
- Excellent organizational and time management skills, including the ability to work to tight deadlines and sudden changes without getting flustered
- A desire to work with creative and collaborative teams
- Passion and Knowledge of Arts organizations or not-for profit groups

Morpheus Theatre believes in inclusivity and diversity and seeks to create an environment where everyone, from any background, can do their best work. We encourage people of all ages, gender identity, race, sexual orientation, physical or mental ability, and ethnicity to apply for this position.

If you have any questions or are interested in applying please email the Artistic Director at the address below. Applications should include your resume and a cover letter outlining your experience and your wage expectations. Only candidates selected for an interview will be contacted.

Contact:

Sean Anderson  
Artistic Director  
Email: [info@morpheustheatre.ca](mailto:info@morpheustheatre.ca)

**Deadline for Applications: September 16, 2022**