



## **Theatre Coordinator**

Permanent, Full-Time – 40 hours per week  
\$86,960.64 - \$108,700.80 / annum

### **Come work with us!**

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our team's work to support community wellbeing and connection, making Leduc a place where people want to live, work and play.

### **What is the Opportunity?**

We are currently recruiting a permanent, full-time Theatre Coordinator for the Maclab Centre for the Performing Arts.

Reporting to the Manager, Cultural Development, the Theatre Coordinator is a subject-matter expert that will champion a vision of culture as an essential feature of the community by actively supporting and promoting the three pillars of the Maclab Centre for the Performing Arts: learn, connect explore. The position is responsible for leading the business, creative, and operational requirements of the Maclab Centre, ensuring that clients, artists, patrons and ratepayers get consistently exceptional value through their engagement with the theatre; and proactively engaging public input and maintain strong interdepartmental and community working relationships to move forward the City's Cultural Development Strategy.

### **What will you do?**

- Guide the continuous improvement of portfolio performance through analysis, development and implementation of sound management practices and procedures, provides program management staff with direction and guidance, processes and tools to increase efficiencies and improve effectiveness of the services provided
- Administer agreements and contracts with a variety of stakeholders, contractors, consultants, and community organizations; leads and participates with the procurement process for small project management requirements
- Research, negotiate and book events and performers, including hospitality and technical riders
- Liaise closely with the municipal facilities department to develop and administer facility and asset management plans
- Lead Technical Services area, ensuring a sustainable and strategic approach to best-practices, capacity development, and asset management is in place
- Actively support, motivate, recognize, coach, lead and manage direct reports, including: performance management, work assignment and flow, quality of service and work output, and staff development opportunities, including the encouragement of continuous learning and innovation
- Prepare and maintain operating and capital budgets as well as the Maclab Centre's business plan, adhering to all budgetary reporting requirements and utilizing appropriate corporate software
- Pursue provincial and federal granting streams to support capital and operational capacity of the Maclab Centre, ensuring all requirements for the completion of grants is consistently met

### **What do you need to succeed?**

You are an ideal candidate if you have the following:

- Post-secondary diploma in Arts and Cultural management, Theatre Production or related field of study; or an equivalent combination of education and/or relevant experience
- Minimum 6 years' experience leading arts presenting, theatre production, and community programming; with an understanding of facility rentals
- Progressive experience with increasing responsibility in a management leadership role in theatre management, production management, touring productions, venue reconfigurations, staging, lighting, audio, video, and facility operation
- Experience working collaboratively with professional and amateur presenters, artists, volunteers, and community groups
- Knowledge of government legislation in the area of occupational health and safety as it relates to the operation of a public theatre as well as considerations leading employees within a unionized environment
- Experience with IntelliLeisure and Ticketpro software an asset
- Valid Class 5 Drivers' Licence
- Highly developed interpersonal skills, including excellent verbal and written communication skills
- Ability to thrive in a fast-paced environment by multi-tasking and efficiently prioritizing workload
- Ability to work both independently and in a team environment

### **MyRewards@COL**

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Starting at 3 weeks' vacation per year
- Flexible work arrangements
- Safe office location
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

Successful candidate must be able to provide a clean Criminal Records Check – Vulnerable Sector and Child Intervention Check, at own expense, as part of the hiring process.

If this sounds like you, please apply through our website at [www.leduc.ca/careers](http://www.leduc.ca/careers)

Competition closes at **11:59 PM (MT) on July 18, 2024**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be selected.