



Ghost River Theatre

Admin & Marketing Coordinator

Ghost River Theatre (GRT) is seeking a part-time Admin & Marketing Coordinator to join our small but mighty team to provide behind-the-scenes support and help fulfill GRT's role as a catalyst for enriching Calgary's thriving arts community.

WHO ARE WE?

GRT calls Treaty 7 territory our home base which is the traditional territory of the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations.) Treaty 7 territory is also home to the Métis Nation of Alberta (Districts 5 and 6.)

Led by Artistic Director Eric Rose and Executive Director Christy Offer, GRT is an acclaimed Canadian devised theatre company that creates, produces, and tours a variety of experimental theatre works, including immersive, experiential, and large-scale performances that have earned us awards, accolades and international engagements.

Our mission is to drive boundary-pushing and immersive creative experiences in original live performance.

- We are **CREATIVE** in our artistry and our decision-making.
- We encourage a diversity of perspectives and talents to come together to **CO-CREATE**.
- We act with **COURAGE**, willing to take the steps required to grow and (sometimes) leap into the unknown.

WHO ARE YOU?

You are passionate about theatre and the performing arts, and your career interest is in supporting artists' work. You aim to elevate arts management as a profession and are building the skills and experience to contribute to the success of arts organizations. Whatever skills you bring, you are keen to keep learning and growing.

When art is successfully staged and audiences engage, you share in the celebration. However, you also understand the challenges of working in the arts and take an adaptive and flexible approach to projects. You are determined and self-motivated. This position engages with both artists and the public. You care about your diverse community and bring empathy and openness into your space.

We'd love to hear from you if you enjoy working in a dynamic and evolving environment and are passionate about supporting unique and impactful new experiences!

THE ROLE

The part-time Admin & Marketing Coordinator position will focus on helping us grow our resources, artist networks, and audiences. It is an opportunity to gain experience in many aspects of running a small non-profit arts organization and to have a meaningful impact on GRT's success.

Duties will include:

Digital Arts Sharing Program:

- Growing our artist clientele for GRT's projector rentals and managing the projector booking calendar and rental processes.

Devised Theatre Intensives:

- Marketing GRT's Intensive courses to theatre makers, engaging with participants leading up to and during the courses, assisting with course preparation, and tracking budgets.

Social Media:

- In coordination with the AD and ED, designing unique and creative social media campaigns to tell GRT's story, creating written and graphic content, and posting regularly on GRT's channels.
- Reporting on metrics and helping strategize to grow GRT's following.

Community Relations:

- Maintaining artist, alumni, volunteer, and customer databases and assisting with alumni and volunteer engagement.
- Assisting with event coordination.

Other:

- The position will be required to share in the organization's basic administrative tasks, dedicating 2 hours per week to such tasks as checking the general email, issuing receipts, credit card reconciliations, database entries, proofreading, or filing.
- Other duties as assigned.

The successful candidate will be required to become ProServe certified.

The Admin & Marketing Coordinator will be expected to work a regular schedule in Ghost River Theatre's physical office (located at the West Village Theatre) and to participate in a weekly staff meeting.

SKILLS WE ARE SEEKING

- You are great at engaging with people.
- You are a creative thinker and love to query and brainstorm.
- You have a basic knowledge of principles, strategies, and tactics in marketing and communications.
- You have experience with and an interest in social media.
- You are detail-oriented and are comfortable creating and using spreadsheets and databases.
- You have some experience with budget tracking.
- You are generally savvy with computer programs (such as Microsoft Office, shared drives, databases, and Canva.)
- You are familiar with the various aspects of presenting live theatre events.
- You have an appetite to learn.

HOW TO APPLY

Please indicate your interest by emailing ed@ghostrivertheatre.com with your resume and cover letter. If you would like to request application assistance, please contact ed@ghostrivertheatre.com or call 403-242-7118 x2 for assistance.

APPLICATION PROCESS AND INTERVIEW SCHEDULE

We are accepting applications until Wednesday, July 24th, 2024 at 10 PM MST. We are hoping to start someone in mid-August.

Schedule of hiring process:

July 24, 2024: Job posting closed.

July 29, 2024: Applicants who are proceeding to the round of interviews will be contacted.

Aug 1-2, 2024: Candidate interviews with GRT's Executive Director and GRT's Artistic Director.

If any of these dates don't work for a candidate, please apply anyway and we can discuss alternative dates/times that accommodate your schedule.

GRT will work to ensure the candidates throughout the process are well cared for. Please feel free to contact us at any time if you have questions or comments on the process. GRT is committed to actively supporting anti-racism & anti-oppression and working against systems of oppression.

SALARY:

This half time position is \$22,000 / year for 20 hours per week. The Admin & Marketing Coordinator will be on an annual contract with an initial three-month probation period.