



**CONTEMPORARY
CALGARY**

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Theatre Outreach Coordinator – Full Time

Contemporary Calgary aims to provide Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. Contemporary Calgary shares a passion for art that is relevant, meaningful and challenging, and we believe in the power of art to transform the places we live and the lives we lead.

We are seeking a **full-time Theatre Outreach Coordinator** to join the Contemporary Calgary team for a **one-year contract position**.

Contemporary Calgary is an equal opportunity employer committed to creating a diverse, respectful and inclusive environment, and encourages applications from all qualified candidates for this position.

Job Title: Theatre Outreach Coordinator

Contract: 1-year fixed term contract

Salary: \$50,000 per annum.

Please apply with a cover letter and resume by February 28 to
careers@contemporarycalgary.com

Subject Line: Theatre Outreach Coordinator
Not all applicants will be contacted for an interview

Job Description

Contemporary Calgary recently completed significant upgrades to what is now known as the Heather Edwards Theatre. We seek to share this outstanding resource with the broad arts community by offering outstanding arts and culture experiences within it. Under direction of the Community Engagement Officer, the Theatre Outreach Coordinator will be responsible for engaging community partners to organize regular programming in the Heather Edwards Theatre. This programming will support Calgary's arts community and align with Contemporary Calgary's mandate. The Theatre Outreach Coordinator will maximize the use of the theatre through outreach initiatives to community partners, building relationships that are beneficial to Calgary's many arts organizations and shared audiences.

Our ideal candidate is someone who is connected within the broad creative community, with established relationships in the performing arts, theatre, film, and dance sectors. They thrive on creativity and collaboration, are proactive, extremely organized, resourceful and able to multitask.



Role and responsibilities include, but are not limited to:

- Consult with other non-profit groups to understand their needs, ensure we are a good fit as partners, and provide access to our resources.
- Facilitate partnerships and conduct regular check-ins with external partners to evaluate their experiences and gather feedback.
- Serve as a point of contact for all partnership inquiries as they relate to the Heather Edwards Theatre.
- Manage theatre scheduling, programming, assist partners with access, and technical issues, generally overseeing theatre operations
- Work closely with the Events Manager to coordinate and schedule events staff
- Provide a bridge for smooth communication between departments to ensure awareness of partnerships and use of space
- Provide day-of event support for partners when necessary
- Report on partnership success and audience engagement
- Works closely with the Community Engagement Officer to create partnership structures and agreements
- Ensure organizational values, goals, objectives, policies and procedures are met within each partnership
- Work with the Marketing and Communications Officer and partners to ensure events are marketed and communicated to stakeholders

Experience and Qualifications

- 5 or more years of experience in the arts and culture sector managing events
- In depth knowledge of Calgary's multi-disciplinary arts community
- Advanced Microsoft Office skills, including Excel and Outlook, with an ability to become familiar with company-specific programs and software.
- Full comprehension of office management systems and procedures.
- Proficiency in collaboration and delegation of duties
- Valid driver's license
- Reliable vehicle preferred
- AV / theatre production knowledge and experience is required.

Required Competencies

- Exceptional attention to detail
- Ability to prioritize workload in a fast-paced environment
- Impeccable multi-tasking and problem-solving abilities
- Exemplary planning, time management, organizational, and critical thinking skills



- Highly dependable and punctual, and available to work hours that align with the needs of the community partners
- Strength in creating meaningful connections and nurturing relationships
- Exceptional interpersonal skills
- Excellent written and verbal communication, listening, and customer service skills
- Ability to establish and maintain positive working relationships with others both internally and externally - friendly and professional demeanor
- Solid collaborator who promotes a culture of professionalism, integrity, quality, and teamwork

In the spirit of respect and truth, Contemporary Calgary acknowledges the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to Métis Nation of Alberta, District 5 & 6. We also acknowledge that Contemporary Calgary's building is situated on land immediately adjacent to the Bow River which has shaped this land and its people for generations.