



**Development Assistant**  
VERTIGO THEATRE  
Part-time, Contract position

**About Vertigo Theatre**

Vertigo Theatre is a premiere cultural institution in Calgary and has entertained audiences for over 48 years with high-quality programming. It is the only theatre in North America that produces a season based entirely in the intrigue and mystery genre. Located at the base of the Calgary Tower, the Vertigo complex is home to our administration, ticket offices, and two performance venues. We cater to a diverse audience including young adults, students, urban professionals and seniors.

**The Ideal Candidate**

Vertigo Theatre is looking for a dynamic and motivated individual with exceptional administrative, research, and communication skills to join our team! As the Development Assistant, you will support the Development Department in planning and executing fundraising events and campaigns for the 2025-2026 season.

This role offers an exciting opportunity for someone passionate about the arts or non-profit sector, with a strong commitment to community engagement, donor relations, and effective communication strategies. Ideal candidates will bring excellent organizational and analytical skills, along with a deep enthusiasm for fostering arts and cultural development.

**Duties and Responsibilities**

- Coordinate and solicit gifts and donations for Vertigo Theatre's 2025 online auction
- Supporting the creation of visual assets, marketing materials, and the development of the online auction platform
- Act as a communication channel for the Development Department as a whole, and an ambassador of Vertigo Theatre
- Work closely with other Development team members to align fundraising initiatives with the theatre's programming and artistic vision
- Other duties as assigned by and agreed with the Development Coordinator and Director of Fund Development and Partnerships, and may include, but are not limited to:
  - Support in the solicitation of new and existing donations, sponsorships and partnerships
  - Support the efficient operation of the Development Department while coordinating and facilitating multiple campaigns
  - Ensure all fundraising practices comply with legal regulations and adhere to ethical standards

**Required Skills and Qualifications**

- Experience in an administrative or development role that combines customer service and data entry skills; preference will be given to candidates with specific experience in arts or not-for-profit organizations
- Superior written and interpersonal communication skills
- Professional and personable nature with a strong aptitude for providing high-level customer service

- Demonstrated ability to take initiative, work independently, and collaborate as a team member in a fast-paced environment
- Keen interest in arts and culture
- Proficiency with Microsoft Office, particularly Word and Excel

**Hours**

25 hours per week, contract position from June - August 2025.

**Compensation**

- \$17.50/hour

**Location**

On-site at Vertigo Theatre (115 9 Ave SE #161, Calgary, AB T2G 0P5)

Please note that parking expenses are the employee's responsibility and no designated parking is available on site.

**Start Date**

Early-mid June 2025

**Deadline to submit:** Applications will be accepted until **May 23, 2025**, or until a suitable candidate is found.

Vertigo Theatre has a responsibility to create work spaces where people feel respected and can be themselves in every capacity. With this in mind, we encourage applications from qualified individuals who identify as Indigenous, Black, or POC as well as women, 2SLGBTQIA+, Disabled/People with Disabilities and/or Neuro-Divergent people.

*\*If there are any potential barriers (language, disability, or any other considerations) preventing you from applying, please reach out to us at [admin@vertigotheatre.com](mailto:admin@vertigotheatre.com) and we will work with you to find a suitable application process.*

Please send a cover letter, resume or CV as well as two references addressed to Ankur Gupta, Director of Fund Development and Partnerships at [applications@vertigotheatre.com](mailto:applications@vertigotheatre.com). Interviews will commence shortly. Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls please. For more information about Vertigo Theatre please visit our website, [www.vertigotheatre.com](http://www.vertigotheatre.com).