

Coordinator, Creative Industries

Creative Industries - Calgary, Alberta (Hybrid)

Job Description

Calgary Economic Development (CED) is an opportunity-maker, helping to spark and fuel Calgary's growth. Our mandate is to position Calgary for long term economic success, through the expansion, retention and attraction of companies, capital and talent. We offer a wealth of information to help everyone succeed and we tirelessly promote Calgary, in Canada and around the world. We are passionate about our role in shaping and sharing Calgary's story - a place of blue sky thinking and unexpected opportunities.

Job Summary

As a key member of the Creative Industries team, the Coordinator provides executive and operational support to the Calgary Film Commission through coordination, research, and industry engagement to advance Calgary's screen-based industries.

The role manages scheduling, communications, CRM, and production coordination, ensuring the Film Commission is organized, informed, responsive, and well-connected. The role contributes to the broader success of the Creative Industries portfolio by supporting team initiatives, program delivery, and industry engagement, through cross-team coordination, event support, and collaborative projects.

This is a full-time position reporting to the Calgary Film Commissioner.

Key Responsibilities

Executive & Team Support

- Manage calendar, meetings, travel, and expenses for the Film Commissioner; track action items and anticipate needs.
- Manage and triage inboxes, draft correspondence, prepare briefs, and maintain contact records.
- Provide coordination support to the Creative Industries team as required

Data & Systems Management

- Maintain CRM, project tools, and meeting documentation
- Manage shared files and ensure accessibility across the team
- Input and track production data, permits, and economic impact metrics
- Ensure data accuracy and timely updates to support reporting and decision-making

Film Commission & Production Support

- Coordinate with productions on meetings, scouts, and materials.
- Review scripts and production documents.

- Prepare decks and briefing materials.
- Assist with grant submissions, award applications, and stakeholder reporting.

Industry Intelligence & Marketing Support

- Monitor industry news and social media and support team in gathering intelligence and synthesizing insights.
- Support content creation for newsletters, social media, and collateral; maintain content and event calendars.

Program Administration

- Support planning and execution of programs and events.
- Create purchase orders; process contracts and invoices.
- Track budgets and support reporting and forecasting.
- Track deliverables, timelines, and success metrics.

Let's Talk About You

You're highly organized and resourceful, with strong film and TV fluency. You bring a proactive, detail-oriented approach to your work and thrive in a fast-paced, relationship-driven environment. You're an excellent communicator in both writing and conversation, a collaborative team player, and a trusted support to leadership.

Education

Post-secondary education in business, office administration, or a related or industry-specific field.

Experience

- Minimum 3 years of relevant professional experience.
- Experience supporting executives in a fast-paced environment.
- Experience in Creative Industries and/or working with the City of Calgary.

Key Competencies

- Familiar with media production workflows and roles, script coverage, and industry stakeholders, such as producers, locations, and vendors.
- Skilled in managing calendars, logistics, action items, meeting documentation, and confidential and sensitive information.
- Strong written communication, briefing, copywriting, and content creation skills.
- Able to juggle multiple priorities and meet tight deadlines.
- Proficient with Windows, Microsoft Office, Excel, SharePoint, Monday, Concur, HubSpot, or similar tools.
- Professional and organized; proactive and solutions-oriented.

Note: An equivalent combination of education and experience will be considered.

What's In It For You

CED offers more than a competitive base salary to our employees. We have a comprehensive benefit plan that includes 100% employer paid benefit premiums, RRSP's, a health care spending account, and a generous vacation and flex time policy. We are committed to our employee's mental health and offer resilience training with Headversity, free counselling with an EAP program, in addition to paramedical coverage through our medical benefits plan.

CED encourages and supports life-long learning and professional development. Employees are encouraged to access up to \$2500 per year of funded professional development training opportunities. If you are looking for purpose driven work and are interested in joining us on our mission to diversify Calgary's economy, we invite you to apply.

EDI Commitment Statement

Calgary Economic Development celebrates diversity and is committed to advancing Equity, Diversity and Inclusion (EDI). Through EDI, we create a path to success for all our employees, where they have equal opportunity for advancement, have the voice to contribute to our collective growth and development and work in an inclusive environment.

We strongly believe in accessibility in the work we do and welcome requests to make the hiring process as accessible as possible. Accommodations are available for candidates on request during all aspects of the selection process. Please advise at any point and we will do our best to work with you to meet your needs.

Calgary Economic Development adheres to the Alberta Human Rights Code. We encourage applications from Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. Please be aware that Calgary Economic Development is committed to having a safe work environment.

To Apply:

Interested candidates should submit their cover letter and resume in confidence to: calgaryeconomic.bamboohr.com/careers by **3:00pm MST, January 06, 2026**.

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.