

JOB POSTING
January 10, 2022

Event Coordinator
ROYAL MANITOBA THEATRE CENTRE

The Royal Manitoba Theatre Centre exists to celebrate the widest spectrum of theatre art. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Canada's oldest regional theatre, each season Royal MTC produces ten plays at two venues as well as the Winnipeg Fringe Theatre Festival, The Bridge: A Festival of Ideas, and an annual regional tour. royalmtc.ca

EVENT COORDINATOR

We are seeking a highly organized individual to join our team and support the design and implementation of fundraising events. Reporting to the Director of Development, this position will be a key player in generating revenue and enhancing Royal MTC's profile in the community, and stewardship events that deepen our relationship with donors.

The role requires a combination strategic thinking, creativity and the ability to manage multiple tasks and ongoing logistics. A key component of this customer focused position is building and maintaining relationships with various levels of stakeholders, including Board members, corporate & individual donors, sponsors, vendors, guests, and volunteers.

Key Responsibilities

Black & White Ball

Work with the Director of Development and Black & White Ball committee to plan and execute the Black & White Ball – our largest fundraising gala.

- Develop and maintain the event budget
- Liaise with event planner and external vendors
- Coordinate ticket sales, silent auction, raffle, and other promotions
- Prepare and project manage event collateral and marketing materials
- On site event execution
- Organize and train event volunteers
- Coordinate in-person and virtual meetings for the committee
- General event related administrative and organizational tasks

Lawyers Play

Work with the Winnipeg Fringe Festival and Lawyers Play committee to plan and execute the events associated with the Lawyers Play production.

- Prepare and project manage event collateral, marketing materials, and fundraising ad sales
- Sponsorship benefit fulfillment
- Plan and execute show receptions and support participants during technical rehearsals
- On site event execution

- Coordinate in-person and virtual meetings for the committee
- General event related administrative and organizational tasks

Donor Stewardship Events

- Coordinate in-person and virtual donor stewardship events for Royal MTC & the Winnipeg Fringe Festival
- On site event execution
- Plan and execute Opening Night receptions

Other

- Process event related donations/tax receipts, and update the database
- Co-ordinate in-person or virtual Resource Development committee meetings and take minutes
- Support sponsorship fulfillment for both Royal MTC and the Winnipeg Fringe Festival
- Royal MTC is a collaborative team-oriented work environment, as such, we value helping colleagues and pitching in outside of our job descriptions when something needs doing
- Given the nature of this position some evening and weekend work will be required

Skills and Qualifications

- Post-secondary education in Event Management, Business/Administration or Hospitality considered an asset
- Minimum 2 years of experience in event planning or comparable experience
- Customer focused with strong interpersonal skills; able to foster and maintain relationships at all levels of the organization
- Strong Microsoft Office skills
- Database software skills an asset

In addition to this position being a great opportunity for anyone with a passion for theatre, Royal MTC offers a collaborative working environment, a salary of \$35,000 - \$40,000 (depending on qualifications and experience), professional development opportunities, and a comprehensive benefits package. Royal MTC requires all staff to be fully vaccinated.

Interested candidates are asked to submit a cover letter and resume via <https://www.northstarats.com/Acuity-HR-Solutions/Event-Coordinator/65601> by **Monday, January 31, 2022**.

As demonstrated by our Equity, Diversity, Inclusion and Anti-Racism [Commitment to Action](#), Royal MTC is on a deliberate and strategic path to creating an inclusive environment for all employees and becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) employees in our company, we will prioritize qualified individuals who self-identify as IBPOC.

We are committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage of our process. If you require additional accommodations, please email hr@royalmtc.ca.

We thank all candidates for their interest; however only candidates selected for further consideration will be contacted.