

VOLUNTEER MANAGER (TERM)

Part-Time Seasonal (November – July) | Winnipeg, MB

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, Royal MTC produces ten plays at two venues, the Winnipeg Fringe Theatre Festival, extensive engagement, outreach and educational activities, and an annual Regional Tour each season. RoyalMTC.ca

Reporting to the Director Community Development and Audience Development, the Volunteer Coordinator is responsible for activities related to Volunteer Communications and Coordination. This position supports Royal MTC volunteers through recruitment, training, communications, and scheduling.

RESPONSIBILITIES:

- Recruitment and selection of volunteers.
- Training, management, and corrective action/direction of volunteers.
 - Training of shift duties and Royal MTC policies and practices, including health and safety, code of conduct, violence and harassment, anti-racism and accessibility.
- Volunteer scheduling, tracking and building of teams.
- Support to volunteers to give them what they need to succeed.
- Maintain system for volunteer applications, tracking and orientation scheduling.
- Maintain volunteer communication lines, including voicemail and email; Ensure outgoing voicemail is current with all required information.
- Liaise with Front of House Managers to ensure shifts are sufficiently staffed and performance management of volunteers handled

QUALIFICATIONS:

- Previous volunteer management.
- Experience working in the arts or not-for-profit, preferred but not required.
- Ability to perform basic administrative duties, such as writing, technology and database management.
- Strong communication skills
- Detail oriented with strong ability to prioritize and follow-through on tasks and projects.
- Ability to work well under pressure and provide on-the-spot troubleshooting

POSITION DETAILS

This position requires a commitment of 20 hours per week on-site. Work will primarily take place during daytime hours with some evenings and weekends required.

COMPENSATION

\$20 per hour.

HOW TO APPLY

Interested candidates are asked to submit their resume and cover letter to **hr@royalmtc.ca** by **October 30, 2025**. Applications will be reviewed as received.

Candidates must be legally entitled to work in Canada. Applications without a cover letter will not be considered.

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 to becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the historic underrepresentation of Indigenous, Black, and People of Colour (IBPOC) in leadership positions, we will prioritize qualified individuals who self-identify as IBPOC.

Royal MTC is committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage. If you require accommodations or have any questions about this role, please email **hr@royalmtc.ca**.

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