

Special Events Coordinator

Full-Time Permanent | 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

Royal MTC is seeking a creative, organized and detail-oriented Special Events Coordinator to join our team. This full-time position is responsible for the planning and execution of Royal MTC's major annual fundraising events, as well as stewardship, donor engagement and general MTC events throughout the year.

RESPONSIBILITIES

Fundraising & Stewardship Events

- Plan, coordinate, and execute MTC's signature fundraising events each year, including the Black & White Ball and Lawyer's Play.
- Coordinate stewardship, donor engagement and MTC events, such as donor receptions, behind-the-scenes experiences, and community gatherings.
- Develop and manage event timelines and logistics, ensuring smooth execution from concept to completion.
- Work closely with internal teams, volunteers, vendors, and partners for successful event execution.
- Support the Corporate Partnerships Manager in fulfilling sponsor recognition and event benefits.
- Oversee guest list management, invitations, ticketing, and on-site registration.
- Coordinate event communications and materials, including emails, website, signage, programs, and acknowledgments.
- Liaise with & coordinate event committees.
- Recruit and supervise event volunteers as needed.

Collaboration & Administration

- Work closely with the Fund Development team to provide donor recognition events that reflect fundraising and stewardship strategies.
- Collaborate with the marketing and communications teams to promote fundraising events and ensure sponsor recognition.
- Contribute to post-event reporting, evaluation, and donor/sponsor acknowledgment.
- Support the Director of Development and the fundraising team with other duties as assigned.

QUALIFICATIONS

- Post-secondary education in event management, fundraising, communications, or a related field (or equivalent experience).
- Minimum 2+ years of experience planning and executing special events, preferably in a fundraising or arts environment.
- Strong organization and time-management skills with the ability to balance multiple priorities.
- Excellent communication and interpersonal skills.
- Comfortable working both independently and collaboratively as part of a small, dynamic team.
- Experience managing timelines and vendors.
- Valid Manitoba driver's license and access to a reliable vehicle.
- Proficiency with Microsoft Office; experience with Tessitura or other fundraising/CRM software is an asset.

POSITION DETAILS

This full-time, ongoing position reports to the Director of Development and works closely with the entire Development department as well as with event stakeholders throughout the organization, as well as the Executive & Artistic Directors.

The work environment is in-person at Royal MTC's administrative offices in downtown Winnipeg.

Typical work hours are Monday to Friday, 9:00 a.m. to 5:00 p.m., with some evening and weekend work required, particularly around opening nights and special events.

A clear Police Information Check is required upon hire.

SALARY AND BENEFITS

Royal MTC offers a collaborative and fast-paced working environment, complimentary and discounted tickets, and a comprehensive benefits package including an employer paid health benefits plan and a pension matching program.

The salary range for this position is \$40, 000 - \$55,000 (based on a 35-hour work week) commensurate with qualifications and experience.

HOW TO APPLY

Interested candidates are asked to submit their resume and cover letter to the attention of Heidi Struck, Director of Development, with the subject heading "Special Events Coordinator" to hr@royalmtc.ca by **Wednesday, December 10, 2025**. Applications will be reviewed as received.

Applicants must be legally entitled to work in Canada.

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.