

# Executive & Administrative Coordinator

**Full-Time Seasonal (September – May) | 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, each season Royal MTC produces ten plays at two venues as well as the Winnipeg Fringe Theatre Festival, and an annual regional tour. [RoyalMTC.ca](http://RoyalMTC.ca)*

Royal MTC is seeking a full-time, seasonal **Executive & Administrative Coordinator** to support the day-to-day operations of the company. This role provides administrative support to the Executive Director, assists with office management, coordinates meetings and events for staff and the Board, and supports grant research and applications.

This role is an excellent opportunity for aspiring arts leaders to gain hands-on experience in arts administration and contribute meaningfully to the operations and artistic success of Royal MTC.

## RESPONSIBILITIES

- Provide administrative and logistical support for the Executive Director and senior leadership.
- Coordinate in-person, hybrid, and virtual meetings, including materials, catering, and virtual access.
- Assist the Board Liaison with Board and Committee meetings, AGM preparation, and related events.
- Support the Company Manager with auditions, Artist and Staff travel, and event planning.
- Research and assist with public and private grant applications and project coordination.
- Maintain office operations, including supplies, records, mail, and basic IT/AV support.
- Assist with staff onboarding/offboarding, policy documentation, and administrative projects.

## QUALIFICATIONS

- Minimum 2 years' administrative or office management experience.
- Strong written and verbal communication skills; professional writing and proofreading experience.
- Experience with grant research or project coordination is an asset.
- Highly organized, detail-oriented, and able to manage multiple priorities.
- Proactive, adaptable, and collaborative; professional and discreet.
- Passion for theatre is an asset.
- Proficiency in Microsoft Office and Zoom required; SharePoint and Tessitura are assets.

## SALARY

Salary: \$650–\$800/week, commensurate with experience.

## POSITION DETAILS

- Reports to the Executive Director; primarily in-person at Royal MTC's downtown Winnipeg office.
- Typical hours: Monday–Friday, 9 a.m.–5 p.m., with some evenings/weekends for events.
- Flexible work environment and complimentary theatre tickets.

## HOW TO APPLY

Submit a cover letter, resume, and one-page professional writing sample to **Evan Klassen, Executive Director** at [hr@royalmtc.ca](mailto:hr@royalmtc.ca) with the subject line: *Executive & Administrative Coordinator*. The application deadline is **September 29, 2025**. Applications reviewed as received. Candidates 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](mailto:hr@royalmtc.ca).

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