

Executive & Administrative Coordinator

Full-Time, Ongoing | Winnipeg, MB

Royal Manitoba Theatre Centre (Royal MTC) exists to hold an open door for the stories and shared humanity of all Manitobans. 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. Learn more at www.RoyalMTC.ca.

Royal MTC is seeking a highly organized, dynamic and attentive **Executive & Administrative Coordinator** to play a vital role in the day-to-day operations of the organization. This entry to mid-level position provides direct support to the Executive Director, assists with office management and administration across departments, supports the coordination of public and private grant applications, and offers logistical and organizational support for staff, Board, and Committee meetings and events.

This is a highly collaborative role that supports a wide variety of projects and provides key administrative support to the organization.

Key Areas of Responsibility

The successful candidate will hold clear responsibility for the following areas. Please note that some aspects of the role will be refined in collaboration with the Executive Director, Company Manager and candidate.

Executive Support

- Assist the Executive Director with scheduling, calendar management, and general administration.
- Coordinate meetings with internal staff and external stakeholders, arranging in-person, hybrid, or virtual meetings as required. Provide full meeting support, including room setup/teardown, coffee or refreshments, and distributing links and calendar invitations.
- Provide logistical and communication support for special projects, including operations, grants, presentations, correspondence, and other initiatives.
- Assist with basic financial administration such as expense tracking, invoices, or purchasing support, for ED, AD and Company Manager.

Board & Committee Support – in collaboration with the Company Manager:

- Provide full support for meetings of Royal MTC's Board of Trustees, Committees, and AGM, including scheduling, printing & distributing packages, setting up catering, greeting attendees, managing virtual access, and tracking attendance.
- Support virtual meetings, including preparing and distributing digital materials, maintaining BoardEffect backend support (including meeting scheduling, contact updates, and document uploads), and managing room and Zoom bookings.

- Support Board-related events and communications, as required.
- Compile and transcribe meeting minutes, as required.

Company Management Support

- Support the Company Manager with Artist and Staff relations, including the booking of travel and accommodations, audition coordination, and file management.
- Log and sort audition submissions and act as greeter during audition days.
- Maintain spreadsheets for Artist travel and accommodations, and assist with Staff travel (logistics, bookings and communications).
- Prepare, print, and file scripts for internal use as needed.
- Assist with planning and execution of internal events such as opening and closing nights, staff lunches, holiday gatherings, and other special activities (including catering, setup and teardown).

Grants & Funding Support

- Research public and private grant opportunities that align with Royal MTC's mission and programs.
- Serve as administrative lead on tracking and coordination of grant applications, including timelines, coordinating materials, data, and supporting documents from across departments.
- Ensure that MTC is compliant with all granting requirements, keep records of grants and outcomes, track deadlines, and complete final report submissions.
- From time to time, support the drafting of grant texts for organizational approval.

Office Coordination

- Maintain a well-organized and professional office environment, including office contact lists and internal communications practices.
- Support internal communications and information flow across departments, including taking and distributing minutes from staff meetings.
- Manage office supplies and track related budgets.
- Coordinate booking of meeting rooms and provide Zoom/virtual meeting support as needed.
- Support mail handling, courier logistics, and front desk coverage.
- Manage key/code/fob sign-outs and related building operations.
- Support MTC's archivists and help digitize and organize archived paper records.
- Support admin department mailouts and other administrative projects, including the tracking of deadlines/deliverables, creation of briefings/supporting documents, and coordination of volunteers on special projects.
- Assist with staff onboarding/offboarding (contracts, orientation, IT needs, etc.).
- Maintain office manuals, policies, or workflow documentation.
- Support occupational health, safety, and accessibility requirements.
- Troubleshoot basic software/AV/telephone issues, as directed by IT Manager.
- Perform other duties, as required.

Support to Other Departments

- Support activations, group events and related activities led by the Director of Community Engagement & Audience Development.
- Provide administrative support to the Winnipeg Fringe Theatre Festival, as needed.
- Support to other departments, as required.

Desired Qualifications & Competencies

We recognize that strong candidates may bring a variety of experiences and backgrounds. If you possess many of the competencies below, we encourage you to apply.

- Experience in administrative, office coordination, project coordination, or related roles in a professional environment.
- Strong written and verbal communication skills, including drafting, editing, proofreading, and presenting information clearly and professionally.
- Excellent organizational skills, attention to detail, and the ability to manage multiple priorities, deadlines, and projects simultaneously.
- Demonstrated initiative, sound judgment, and the ability to work independently while contributing effectively within a collaborative team environment.
- Professionalism, discretion, and a service-oriented approach, including the ability to manage confidential information and work effectively with a wide range of stakeholders.
- Adaptability and comfort working in a dynamic environment where priorities and timelines may shift.
- Experience supporting meetings, events, committees, governance processes, or other multi-stakeholder initiatives is an asset.
- Experience researching, coordinating, or supporting grant applications and funding proposals is an asset.
- Interest in arts and culture, community engagement, or the non-profit sector is an asset.

Technical Skills

Candidates should be comfortable learning and using a variety of software platforms. Experience with some or all of the following is beneficial:

- Microsoft Office (Outlook, Word, Excel, Teams)
- Zoom, Microsoft Teams, or similar virtual meeting platforms
- BoardEffect or other governance management systems
- SharePoint
- Tessitura, Wordfly, or other CRM, ticketing, fundraising, or email marketing platforms

Equivalent combinations of education, training, volunteer experience, and professional experience will be considered.

Position Details

This position, which reports to the Executive Director and works closely with all senior leaders, offers a unique opportunity for aspiring arts and cultural leaders to gain hands-on experience in arts administration, build transferable skills, and contribute meaningfully to the success of Royal MTC. We anticipate employment starting on or around August 24, 2026.

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 Board meetings, openings, auditions, and special events.

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

Candidates must be legally eligible to work in Canada and will be required to provide a clear Police Information Check upon hire.

Salary & Benefits

The salary range for this position is \$40,000 - \$45,000, commensurate with experience.

Royal MTC offers a generous employee benefits program along with access to complimentary & discounted tickets.

How to Apply

Submit a cover letter, resume, and one-page professional writing sample to:

Evan Klassen, Executive Director at hr@royalmtc.ca with the subject line: *Executive & Administrative Coordinator*. Applications will be received until **June 24, 2026**.

Have you worked with us before?

If you have previously been employed by, contracted with, or volunteered at Royal MTC, please let us know in your application. We love welcoming people back, and this helps our HR team make sure records are accurate and everything is set up properly.

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.