

FULL-TIME SCHOOL PRODUCTION AND EVENT COORDINATOR

Department: School Artistic

Status: Full-Time

Hours: 40 Hours/Week

The Royal Winnipeg Ballet is committed to an inclusive and diverse environment that values, respects and supports all individuals. We aim to have a workforce representative of the diversity within our community, and welcome and encourage applicants from various backgrounds including women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to further diversification endeavors.

SUMMARY STATEMENT

The School Production and Event Coordinator is responsible for the project coordination of Royal Winnipeg Ballet School performances and events. This role provides hands-on production and technical support when required and leads project teams. The School Production and Event Coordinator works with School Artistic Faculty, the Production Department, and various RWB service departments to ensure the strategic and business plan objectives of the school are met and that all performances and events align with RWB brand standards.

DUTIES AND RESPONSIBILITIES

PRODUCTION AND EVENTS

- In consultation with the Company Managing Director, book the Concert Hour Ballet and On the Edge tours; act as Company Manager in the planning and execution of the tours.
- Book venues for all selected school performances and events and execute venue contracts.
- Provide hands-on production and technical support for school performances, events, and school programs when on site and available.
- Coordinate school performances, recitals, events, special events and guest appearances; provide stage management support as needed.
- Support School Artistic Faculty in the planning and execution of activities of school programs.
- Create and execute School production schedules, touring itineraries, and event scenarios.
- Work with the Director of Production to ensure the production needs of the school are met.
- Assume project management responsibility for School activities; liaise with School Schedule Coordinator, Facilities and Production to ensure School needs are met.
- Work with the Head of Audio-Visual Services to ensure the audio-visual needs of the school are met.

PROJECT MANAGEMENT AND ADMINISTRATION

- Coordinate work back schedules to ensure on time delivery across all service departments.
- Monitor all project expenditures and provide accurate monthly reporting.
- Work with the School Schedule Coordinator to ensure alignment of all school calendars.
- In conjunction with the School Administration team, ensure technical and production related support for selected school performances, events, and programs.
- Coordinate and maintain administrative systems and processes ensuring consistent and accurate flow of information, in conjunction with School Administration.

OTHER DUTIES

- Ensure positive interdepartmental communications, interpersonal relationships, and collaboration with service departments.
- Manage the allocation of human capital and financial resources for all selected school performances and events.
- Identify, develop, and help nurture relationships with external stakeholders.
- Actively participate in school activities and attend school performances and events, representing the school internally and in the community as required.
- Other duties as assigned.

WORKING CONDITIONS

This position requires ongoing communication with internal and external stakeholders, flexibility with changing/shifting priorities, and timely decision making. This position sits for long periods of time in front of a computer and performs keyboarding activities. Varying hours of work, including evenings and weekends, are required along with the ability to lift and carry heavy loads, stand for extended periods, and work at heights. Some travel required.

EDUCATION AND QUALIFICATIONS

- University or college degree/diploma in Stage Management, Theatre Production, Project Management, Arts & Cultural Management or an equivalent of education and experience.
- Demonstrated knowledge of Microsoft Excel, Microsoft Word, and Adobe PDF.
- Experience with a Project Management platform an asset.
- Working knowledge of Tessitura or a similar relationship management database system an asset.
- Experience in developing and monitoring a department budget an asset.
- Clean driving record, an asset.
- Clear Criminal Background check and Child Abuse Registry check.

SKILLS AND SPECIFICATIONS

- Excellent verbal and written communication skills.
- Detailed-oriented with strong analytical and problem-solving skills.
- Ability to work independently and as a part of a team in a fast-paced, multi-project environment.
- High level of professional conduct, discretion, and confidentiality.
- Effective time management skills to achieve results.
- Strong initiative and self-motivation.

APPLICATION INSTRUCTIONS

If you are qualified for this position, apply to **People Services** at peopleservices@rwb.org. Candidates must submit a cover letter that showcases your personality and fit for the role, and resume. We thank all applicants for their interest; however only those selected for an interview will be contacted.

The Royal Winnipeg Ballet is committed to providing accessible employment while ensuring our recruitment process is barrier free. Accommodations are available upon request for candidates participating in all aspects of the assessment and selection process. Requests for accommodation can be sent to peopleservices@rwb.org.

Closing Date: 4:00PM August 31, 2022

As part of the Royal Winnipeg Ballet hiring process, successful candidates will be required to provide proof of full COVID-19 vaccination and submit a satisfactory Criminal Background Check and Child Abuse Registry Check.