

## **EMPLOYMENT OPPORTUNITY**

### **Artistic Coordinator for Langham Court Theatre Society**

Position: Artistic Coordinator

Date of Posting: Sept 1, 2022

Job Start Date: **Oct 1, 2022**

Application Deadline: Sept 16, 2022 at 5pm

#### **SUMMARY POSITION**

The Artistic Coordinator, a full-time salaried position, is responsible for managing volunteer-driven production crews, supporting LCT artistic projects, presentations, and selection committees, championing the Societies equity goals and practices, and assisting with general operations and support staff. The Artistic Coordinator will report to the Board of Directors, work alongside the General Manager, and be supported by a team of staff and volunteers. They will oversee all volunteer production leaders, such as directors, producers, set and technical teams. The Artistic Coordinator will ensure smooth production management and thorough volunteer onboarding and training while providing leadership and accountability to the broader community. The position requires an energetic professional who is educated and versed in anti-racism and anti-harassment work, who has experience in Team Management, who excels at administrative work, and who is confident and accountable to a community in a state of both transformation and adverse resistance.

#### **Parallel Staff:**

General Manager

#### **Support Staff:**

Up to 2 Administrative Clerks

Technical Director

Custodian/Caretaker

Costume Loft Manager

#### **Key Volunteers:**

Production Chairs

Front of House Manager

#### **Leadership**

- Strongly committed to anti-racism/anti-oppression work and leading a community with these values at the top of mind.
- Promote Langham Court Theatre Society's stated vision and mission and values.
- Uphold and support the Code of Conduct.
- Zero tolerance for racism, harassment, and bullying culture.
- Work collaboratively with the BOD, Staff, Production Chairs, Directors, membership, and volunteers to support the delivery of the season and foster a supportive and inclusive community.

- Build relationships and stay connected to best practices in the community.
- Mentor, coach, onboard, and facilitate learning of all staff.

## **RESPONSIBILITIES**

The Artistic Coordinator's responsibilities include:

- Implementation of Anti-Racism Accountability measures, including keeping up to date with equity audits, upholding the Black Pledge, holding board and membership accountable to its commitment of anti-racism and atoning for past harms \*
- Working with Production Chairs and Play-reading committee to plan each season, ensuring equitable practices\*
- Tracking Equity and Participation Statistics
- Draft notice related to productions, such as casting call, and circulate publicly
- Building Volunteer Lists and a Community Database (members, subscribers, artists, etc)
- Securing rights to plays each season
- Provide support to volunteers, including convening volunteer committees.
- Supervise administrative clerk's tasks, including but not limited to, grant writing, member communication, social media management, ticketing/ box office management, and schedules of events in the building
- Ethical production oversight
- Help organize fundraising and volunteer events, i.e. costume loft sale, volunteer appreciation, etc. \*
- Work with the Board to identify additional priorities and tasks, as needed.

\*These tasks are fulfilled in partnership with the General Manager

## **JOB REQUIREMENTS:**

- Experience in production and volunteer management with an anti-oppressive lens.
- Experience in shifting workplace culture and developing and enacting policy.
- Leadership experience in managing and liaising with a vocal membership, with a zero-tolerance policy for harassment, bullying, racism, transphobia, ableism, and sexism, within a community in crisis and reckoning with its past.
- Knowledge of anti-racism work, anti-racism leadership, safe(r) spaces, and anti-oppression work, and can be accountable to these principles and practices.
- Experience in arts and stage management.
- Experience in Production Scheduling and/or Project Management.
- Knowledge of requirements/restrictions with the Canadian Actors Equity Association.
- Knowledge of harm-reduction principles in professional spaces.
- Experience with change management in a crisis environment.
- Independent, motivated self-starter who cares deeply about the theatre's responsibility to its broader community.
- Excellent people management skills including building and leading teams.
- Ability to prioritize a complex workload with excellent organizational skills.
- Highly organized with excellent administrative skills.
- Ability to take responsibility and make quick, informed, operational decisions.

- Excellent written and verbal communication skills.
- Computer literate with experience using IT to streamline processes.
- Project experience in streamlining processes, consolidating shared drives, and archiving records.

### **COMPENSATION**

This is a permanent, full-time position with a salary commensurate with experience. Standard 30 hours weekly, 4 weeks vacation, with occasional evening and weekend work required. Salary Range: **\$54,000 - \$65,000 annually**

### **COVID-19 VACCINATION & MASK MANDATE**

All employees and staff must be fully vaccinated against COVID-19. Proof of vaccination will be required for successful applicants. Masks are currently required for everyone in the building, save for performers during shows only, and where physical distancing is observed and all parties consent.

### **APPLICATION**

To apply, please email your detailed resume and a cover letter, in PDF form, to [operations@langhamtheatre.ca](mailto:operations@langhamtheatre.ca) and [enimetz@protonmail.com](mailto:enimetz@protonmail.com). Refer to “Artistic Coordinator” in the subject line.

Interviews shall be conducted as soon as a qualified candidate applies and is selected. Applications will continue to be accepted until the position is filled.

Thank you to all applicants; only those selected for interviews will be contacted.

Langham Court Theatre is dedicated to creating a more equitable and inclusive workplace by prioritizing voices that have been excluded and by building an organization where everyone’s experience is both valued and reflected.

As an equal opportunity employer, we welcome and encourage submissions from individuals of all gender identities, cultures, ethnicities, sexual orientations, and abilities.

If you have any access needs that you would like to disclose that would make the hiring process more accessible to you, please email us at [enimetz@protonmail.com](mailto:enimetz@protonmail.com) and we will work with you to accommodate your access needs.