

The Royal Winnipeg Ballet teaches, creates and performs, enriching lives through the power of exceptional dance...become a part of that power...

The Royal Winnipeg Ballet is seeking a full-time School Production and Event Coordinator to join our team.

This exciting role is well-suited for those who have production and stage management experience in the performing arts, along with a keen eye for project management. As an ideal candidate, you are an effective and proactive communicator, are meticulously organized, and enjoy working in a fast-paced environment. With your effective-time management, sound technical skills, and initiative, you will thrive in this role.

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.

THE POSITION

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

HIGHLIGHTED DUTIES OF THE ROLE

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.
- Assume project management responsibility for School activities; liaise with School Schedule Coordinator, Facilities and Production to ensure School needs 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.
- 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.
- Actively participate in school activities and attend school performances and events, representing the school internally and in the community as required.

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.

WHAT YOU BRING

- 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.
- 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.
- Strong initiative and self-motivation.

APPLICATION INSTRUCTIONS

If you are qualified for this position, visit <https://www.rwb.org/who-we-are/careers-and-auditions/> for application instructions. 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.