



Work With Us

The Theatre Centre is currently seeking a full-time **Development and Administrative Coordinator**. The successful candidate is highly organized, works well collaborating on a team, and has excellent time management skills.

The Development and Administrative Coordinator will be responsible for implementing annual fundraising campaigns, stewardship activities, maintaining the donor database, and general administration for the organization. Reporting to the Managing Director and Associate Managing Director, and working closely with the wider team, this is a full time permanent position for the right candidate. Currently the team is working in a hybrid model of remote work, and in-office/theatre work.

The Theatre Centre will be accepting applications and interviewing on a continuous basis until the role is filled, and would like to keep the process as simple for you as possible. Feel free to submit existing resumes – we don't need a formal cover letter (please see end of post for details).

Development responsibilities (80%)

- Coordinating biannual appeals for the annual individual giving campaign in collaboration with the Marketing & Communications Manager
- Working with the Managing Director and Associate Managing Director on stewarding donors and partners including but not limited to acknowledgement letters and charitable tax receipts, event invitations, thank you notes, arranging tickets, and updating donor listings
- Supporting the annual board fundraiser and other development events
- Assisting with foundation and corporate sponsorship applications
- Assisting with public funding applications
- Maintaining company databases and accounts to ensure that donors and funders receive timely information of Theatre Centre activities
- Designing development collateral for donor communications and grant applications as needed

Administrative responsibilities (20%)

- Reconciling company expenses on credit cards in collaboration with the bookkeepers
- Maintaining records for financial transactions and relevant supporting material
- Coordinating with the bookkeepers to disburse tax slips
- Updating internal statistics and testimonials documents
- Maintaining and updating shared calendars and all company accounts as needed
- Taking minutes and preparing packages for board meetings
- Coordinating staff birthday cards, gifts, and other hospitality tasks as needed

Desired Qualifications

- Able to work effectively independently and collaboratively
- Excellent written and oral communication skills
- Interest in taking initiative
- Interest and/or experience working in the arts
- Proficiency with Microsoft Office (including Word and Excel)
- Knowledge of basic fundraising and tax receipting principles are an asset
- Experience with Theatre Manager or any other CRM database is a strong asset
- Experience with Adobe, Canva, Slack, MadMimi, Dropbox, GoogleSuites are strong assets

About The Theatre Centre

In 2014, The Theatre Centre completed a \$6.2 million transformation of an iconic heritage building into a live arts hub and incubator, and a permanent home for the company. Since that time, we've established ourselves as a cultural & community hub in the heart of West Queen West. We continue to be known for having research & development at the heart of our artistic activities, through our long-term Residency Program. Recently among our Residency artists have been a choreographer, a performance artist, and a neurologist. No two projects are alike.

Application Process

The Theatre Centre is committed to employment equity. We encourage applications from queer, transgender and two-spirited people, First Nations, Inuit & Métis, Black people and people of colour, and people with disabilities. We're also committed to providing accommodations for people with disabilities in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

We would like this application to be as quick and easy for you as possible. If you are interested in this role, please send your most recent resume (please don't spend too much time refining your existing resume), two one-page writing samples that demonstrate your ability to argue for a case and your communication skills (school papers are okay!), and a quick introductory email to jobs@theatrecentre.org. In your email, please let us know where you heard about the job.

**Please send files as PDFs with file names in the format
LASTNAME_Firstname_DevoAdminCoordinator.pdf.**

We will be accepting applications and conducting Zoom interviews on a continuous basis until the position is filled. We appreciate all applicants who submit resumes for The Theatre Centre postings. Personal responses to all inquiries may not be possible. Thank you for your interest!