

Western Canada Theatre (Kamloops, BC) is searching for a full-time ongoing **RENTALS AND FACILITIES COORDINATOR** to lead our rental client relationships & facilities management for Kamloops' flagship performing arts venue, the 685-seat Sagebrush Theatre, the 150-seat flexible Pavilion Theatre, our rehearsal halls, lobbies and ancillary spaces.

The Coordinator reports to the senior leadership, is an integral part of our hard-working Venue Services team, and works closely with colleagues in the box office, front of house and technical production to coordinate rental/client events and the related contracting, details, settlement and communication.

The Coordinator will:

- Be an effective communicator with a variety of stakeholders
- Be a meticulous organizer of details with a keen eye for potential problems and looks first to solutions
- Create and manage venue schedules, booking dates, availabilities and statistics
- Manage all client contracts, information, correspondence and invoicing for rentals
- Coordinate event requirements with clients, internal team members, and external suppliers
- Ensure appropriate safety protocols are in place, including public safety, food & beverage licensing, and requisite training for staff & volunteers
- Ensure the highest possible level of client & customer service is provided to clients, their artists & patrons
- Coordinate and undertake in-person site visits, tours and production meetings
- Conduct comprehensive stakeholder engagement to audit services provided to clients
- Work with staff across the organization to ensure the smooth operations of the venue(s)
- Lead the marketing planning and develop supporting materials to showcase the venues and rental opportunities, to attract new clients
- Manage our physical building operations including: managing ongoing building maintenance, support services, security, janitorial services and capital projects
- Lead and support the Sagebrush Theatre Management Committee, including preparing reports, documents and other relevant information for the committee including capital, budget and annual plans.
- Other duties as assigned.

The 'Ideal' Mix of Skills, Experience & Traits Might Include...

- Education or experience in an applicable field, such as: arts administration, events, tourism management, facilities, box office, client services, or similar
- Experience in client & customer service, contract negotiation and invoicing
- Prior work experience working as part of a team, as well as supervising other staff & volunteers
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Highly organized, strong team player with the ability to work in a fast-paced environment with demanding deadlines
- Budget and financial acumen: able to manage and anticipate revenues and expenses
- Some familiarity with building systems and facility management
- An understanding and enthusiasm for the performing arts
- Adept with Microsoft Office applications (Word, Excel, Outlook, Powerpoint, Sharepoint)
- Experience with ticketing, scheduling or venue booking software, an asset.

Position Details:

- The role is based in **Kamloops, BC**, and in-person work is required.
- We anticipate a **varied work schedule**, with some evenings & weekends & longer days, dictated by the event & facility schedule.
- The role is **full-time** beginning **July 28, 2022**, with flexibility. Please indicate your availability.
- The **salary range** is between \$37,440 - 47,000 per year commensurate to experience, based on a 40-hour week.
- New hires are subject to the following **conditions of employment**:
 - Must be able to **legally work in Canada**.
 - All staff are required to be **fully vaccinated against COVID-19** prior to the start of employment and may be required to provide WCT with proof of vaccination upon request.
 - Must provide a recent & clear **police information check including vulnerable sector check**.
- Due to the volume of submissions, we thank all who express interest in this position; only those selected for an interview will be contacted.

To express interest, please send your resume & cover letter to:

Evan Klassen

Managing Director

careers@wctlive.ca

Initial review of submissions will begin after **June 19, 2022** and ongoing until the role is filled.

About WCT

Western Canada Theatre tells our stories on the traditional & unceded territory of Tk'emlúps te Secwepemc, whose people are the traditional stewards of this land.

Since 1975, Western Canada Theatre has been producing innovative, entertaining, and educational theatre for audiences in Kamloops, throughout BC's Southern Interior, and across Canada. We have grown into one of the largest producing theatres in BC and have had a remarkable impact on the national theatre landscape: producing premieres of important new Canadian and Indigenous work, training some of Canada's finest theatre professionals, and showcasing our work and our artists across the country through touring and co-productions. We manage & operate the 700-seat Sagebrush Theatre, the 150-seat flexible configuration Pavilion Theatre, as well as our producing shops, storage & touring operations. For more information, please visit us at wctlive.ca

Equity, Diversity & Inclusion Statement

Western Canada Theatre is committed to diversity in the workplace and we encourage all qualified candidates to apply, and to self-identify if they so choose. We hope to receive applications from candidates with a broad range of backgrounds including, but not limited to: race, ethnicity, indigeneity, gender, gender-identification, sexual orientation, class and physical ability (though our office is currently on a second floor, and as such not wheelchair accessible). We are a parent-friendly workplace, with several parents on staff. We invite anyone with access needs or requiring accommodation in the application process to contact the Managing Director.

Safe & Respectful Workplace Statement

Western Canada Theatre is committed to the creation of a respectful work environment and supports those who have experienced or witnessed toxic behaviours. We stand up against behaviour that undermines the dignity or self-esteem of any individual, or which creates an intimidating, hostile or offensive environment. We invite all our Artists and Staff to partner with us in speaking up against harassment and standing together in addressing problems when they arise.

About Kamloops

Kamloops is our home and is a great place to live and work. We offer you the opportunity to thrive in a city that boasts a reasonable cost of living, gorgeous terrain, active lifestyle, and, of course, the sunny weather of BC's Southern Interior. For more information, visit Kamloops.ca