

Goh Ballet Academy Canada

Job Title: Production and Event Coordinator

Location: Vancouver, B.C.

Goh Ballet Academy is one of Canada's pre-eminent ballet training institutions, with an enviable international reputation for excellence. Established in 1978, the Academy is now under the direction of Chan Hon Goh, former Principal Dancer of The National Ballet of Canada. People are at the heart of our success. We are passionate about bringing great dance experiences to the widest possible audience; about giving the world's best creative talent the stage it deserves; and about providing our people and partners with opportunities to realize their full potential.

POSITION OVERVIEW: We are currently looking to hire a full-time Production and Event Coordinator to be the key administrative and logistical person for all programs, productions, presentations, performances, educational outreach and special events/projects for Goh Ballet & its subsidiaries. The Production and Event Coordinator handles multiple responsibilities, supervises and executes all administrative facilitation of programs and projects, as well as work closely with the Artistic and Administrative staff to provide guidance and support. If you possess the majority of the essential criteria, we encourage you to apply, and we welcome transferable skills from other industries or backgrounds.

CANDIDATE DESCRIPTION: You are resilient, reliable, trustworthy, adaptable and willing to do what it takes to get the job done to improve our organization. You understand our core values and can play a part in advancing administrative processes, overall operations, and the important work & projects of Goh Ballet Canada. You are extremely organized, detail-oriented and self-motivated individual, with the ability to work on multiple projects with tight deadlines.

- Post-secondary degree in a related field. (Performance Production, Arts Administration, Communications). Equivalent work experience will be considered.
- 2+ years, experience coordinating or production related, or in a similar role.
- Excellent verbal and written communication skills, presentation skills & comfortable with public speaking.
- Comfortable with technology, specifically using Microsoft Office 365, G-Suite; Canva, Video Editing, WordPress or Adobe Creative Suite an asset.
- Creative and innovative thinking in relation to problem solving; if you don't know something, you'll seek out the answer.
- Flexible, adaptable, robust, and resilient, willing to go above & beyond to get tasks done.
- Excellent customer service mindset and the ability to deliver to a high standard of competence.
- Ability to work in a fast-paced environment, work well under pressure and a proven ability to prioritize, manage and meet conflicting deadlines.
- Desire to grow with Goh Ballet Canada, taking on increased responsibility and a diverse range of duties as needed.

KEY DUTIES:

Coordination of Events/Performances/Presentation

- Upkeep of administrative procedures related to full planning and execution of all types of events and presentations including coordination of all staff and on-site support as well as cast scheduling and commitments.
- Works directly with Artistic Staff to confirm repertoire and costumes required and provides details of all events in timely and organized manner.
- Maintains accounts billable and receivable for any event or presentation related activities.
- Cultivate and maintain relations with previous and future organizations.
- Looks after facility rental and rental needs of third parties.
- Supervises all venue and ticketing sales support.
- Schedules and supervises all front-of-house activities.
- Manages and produces house program.
- Arrange and supervise and assist with load-in/out logistics.
- Supports Director and Executive Assistant with stakeholder relations and sponsorship deal management and execution.
- Works directly with administrative office to ensure scheduling for all rehearsals is included on the weekly schedule as determined with the Director and Artistic Staff involved.
- Maintains and updates files and records for Artistic Staff such as casting and other required documentation.
- Provide support to the Wardrobe department acting as bridge between artistic and administrative responsibilities relating to productions and events.

Administrative Responsibilities

- Oversee problem resolution pertaining to staff, students, parents and/or volunteers with consistent reporting to Director on higher risk issues.
- Develop and implement key recruitment initiatives.
- Maintenance of files and filing systems
- Manage insurance contracts and ensure compliance with contracts.
- Manage and implement all safety protocols.
- Coordinate IT infrastructure including Hardware, Software, Network, Security and Backup.
- Grant research and application process on behalf of the Academy.
- Support Goh Ballet Canada Society with donations and events.

SALARY & BENEFITS

- Salary: dependent on experience.
- Paid vacation and sick days, time-in-lieu.
- Travel
- Start Date: Immediate.

APPLICATION

In your application, please send your resume/CV and a cover letter expressing why you are the right person for this job and indicate your salary expectations.

Please email positions@gohballet.com. Subject Header: **Application for Production and Event Coordinator**. All applications will be reviewed and considered. We thank you for your interest in this position; however, we will only be contacting those selected for interviews.

Should you require any accommodation through the application process due to disability we will happily work with you to support your expression of interest in this role and will ensure all interested candidates are considered equally. To all those that expressed interest, thank you for considering Goh Ballet Academy as your future employer. It is a very special place to work, and we hope each of you finds the best career path that compliments your experience and interest. Goh Ballet is committed to employment equity through a process which identifies and eliminates any discrimination in the organization's employment procedures and policies. We encourage applications from qualified individuals who identify as LGBTQ2+, First Nations, Inuit & Métis, people of colour, and people with disabilities. The position will remain open until it is filled.