

## Goh Ballet Academy Canada

**Job Title:** Administrative & Production Coordinator (Full-Time/ Part-Time)

**Location:** Vancouver, B.C. (On-site)

**Position:** Open Positions (2)

- Full-Time
- Part-Time
  - 16-20 hours/ week (Must be able to work Sundays and Mondays)

Goh Ballet Academy Canada is seeking a full-time/ part-time **Administrative & Production Coordinator** for its location in Vancouver, BC.

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 seeking an experienced **Administrative & Production Coordinator** with a strong blend of technical proficiency, exceptional interpersonal skills, and the ability to manage multiple priorities eloquently. As a part of our administrative team, you will be responsible for streamlining processes, ensuring prompt and effective communication (internally and externally) and supporting the day-to-day operations of the academy.

In addition to supporting our administrative foundations, the Administrative & Production Coordinator will be spearheading our theatrical performances, showcases, and events.

The ideal candidate will possess strong technical proficiency with common office software and systems, coupled with strong interpersonal and relationship-building skills. The successful candidate is a dynamic multitasker who thrives under pressure, prioritizing with urgency, yet maintain a composed and professional demeanour.

A background in arts or dance although considered an asset, is not required. Fluency in multiple languages (verbal and written) considered an asset. If you possess the majority of the essential criteria, we encourage you to apply, and we welcome transferable skills from other industries or backgrounds.

### DUTIES

#### Production & Events

- Proven experience leading and coordinating theatrical performances, performing arts, and events
- Familiar with small to large scale production coordination from scheduling cast, crew, venues, and vendors
- Ability to analyze and assess all encompassing operational logistics pertaining to our productions. (Back stage and front of house)
- Confidently executing, organizing and coordinating all aspects of artistic events and presentations (All productions and showcases)
- Support marketing and public relations efforts for recruitment, retention of current enrolment and performance ticket sales. Initiate and maintain relationships with advertisers and negotiate reciprocal/trade agreements
- Support fundraising initiatives as set by the company
- Assist to track the Academy's The Nutcracker annual timeline/schedule and implement strategic plans to ensure the administrative department is prepared and aligned with scheduled calendar events
- Follow up and optimize schedules and assignments of production, cast, third party communications where required
- Organization and execution of pre and post event setups & teardowns

- Contribute to program creation, theatre schedules, operations and workflows required
- Support the Director and Stakeholders vision to execute any productions, events and showcases promptly
- Proficiently liaise with production crew to ensure accurate communications and information are related on a timely manner
- Ability to pivot and prioritize any projects and tasks as assigned
- Promptly and accurately tackle assignments with tact and professionalism
- A positive and resilient builder with the ability to create and maintain long-term relationships with our vendors and partners

### General Administration

- Competency with general office administration, reception related tasks, ensuring pleasant and prompt communications (i.e. Phone, emails, etc.)
- Researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications
- Provide administrative assistance to the Artistic Staff (i.e. Appointments, schedules, meetings, travel arrangements)
- Prepare, document, tracking of invoices, payments, balances
- Support with Annual recruitment targets and retention
- Assist with all events, presentations and productions
- Contributes and supports fundraising initiatives, non-profit work
- Supporting with any marketing initiatives, PR, communications through various channels
- Support other departments with liaising communications, and support in other administrative tasks as assigned (Artistic, operations, wardrobe)
- Provide ongoing support to various administrative responsibilities relating to productions, showcases, special events as required
- Maintenance and upkeep of any Goh Ballet documentations, in accordance with the company's policies and procedures
- Support management with special events, assessments, auditions, faulty, space utilization (onsite and offsite events)
- Contribute to both internal and external academy communications
- Supervise overall maintenance of building facilities, safety, upkeep and other assets
- Proactively reviewing and assessing effectiveness of programs and operations
- Support and contribute to distribution of marketing materials
- Assist with volunteer scheduling and coordination where required
- Ensuring bookings and meetings are carried out with exceptional preparation, setup, and equipment required
- Advise management on necessary maintenance needs of Goh Ballet's premises and studio spaces. Communicating and ensure execution of tasks assigned
- Bring operational concerns to the Associate Directors and the Director's attention in a timely and productive manner
- Oversee facility cleaning, hygiene, safety and maintenance and keep track of facility assets
- Ensure meeting preparation is carried out and any rooms are booked and set up in advance with all necessary equipment and refreshments

### CANDIDATE QUALIFICATIONS

You are a dynamic, nimble, organized, detail-oriented and self-motivated individual. You have experience providing administrative support, and are resourceful working independently yet productively. You are thoughtful and trustworthy, yet resilient and adaptable. The ideal candidate is passionate with a positive attitude, always curious to learn and do better. The Administrative & Production Coordinator is a self starter, strives on building relationships and will deliver exceptional customer service to both internal and external guests alike. You understand our mission and can play a part in advancing administrative processes, overall operations and the important work of Goh Ballet Canada. The successful candidate can proficiently and confidently execute operations and logistics required to produce seamless theatrical performances and events.

- This is a full-time onsite position (Flexible working hours may be required based on production and business needs)
- Exceptionally organized and structure, yet nimble with the ability to pivot to changes
- Experience liaising and building relationships with partners and vendors
- Live Theatre, and performing arts experience an asset
- Enjoys engaging with others and customer centric
- Works professionally with diverse audiences and ability to adapt to unique environments
- Meticulous with documentation, and organization
- Works with urgency, and to high levels of attention to detail
- Experience working with families and children, relationship building
- Resourceful, works productively & independently without supervision
- Strong communicator, ability to work in diverse teams and environments
- Proven competency in reception related tasks (i.e. Email correspondences, phone queries)
- Fluent in English. Excellent verbal and written communication skills, delivered with professionalism efficiently
- Ability to work in a fast-paced environment and assist with priorities, projects and deadlines
- A resourceful problem solver, and trouble shooter
- Proficiency in invoicing, payment processing, computer software (M365, Google Suite, Outlook) Must be confident utilizing Word and Excel.
- An exceptional communicator (Verbal & Written)
- Ability to work under pressure and keep a calm and approachable demeanour at all times
- Flexible, adaptable, robust, and resilient, willing to go above and beyond. You'll care about the little details that make the Academy run more smoothly or that make a difference to stakeholders
- Proven ability to multitask and prioritize. Managing various tasks at hand and meet conflicting deadlines
- The desire and openness to learn and grow through adversity
- Someone who strives for excellence and embraces challenges
- Ability to work productively in a collaborative team environment, as well as an independent self-starter who takes initiative

## COMPENSATION

- Salary: \$50,000.00+ annually (Dependent on experience)
- Paid vacation, sick days, time in-lieu

## 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 also indicate whether you are applying for the Full-Time or Part-Time position.

**Please email:** [Positions@GohBallet.com](mailto:Positions@GohBallet.com)

**Subject Header:** Application for Administrative & Production Coordinator

**Application Deadline:** Open Until Filled

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.

*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 color, and people with disabilities.*