

JOB DESCRIPTION

Creative Content Coordinator **Theatre Calgary**

Reporting to the Director of Marketing, the Creative Content Coordinator at Theatre Calgary will play a key role in the creation and execution of compelling visual content that supports Theatre Calgary's marketing, development, education, and institutional objectives. This position is responsible for bringing Theatre Calgary's brand to life through thoughtful design, visual storytelling, and campaign asset production that strengthens audience engagement, donor relationships, and community awareness.

This full-time position will work closely with the Director of Development, and alongside the Director of Media Relations, Video Content Manager, and Digital Marketing Coordinator, as well as the Theatre Calgary Education & Outreach department to develop creative materials that support fundraising campaigns, donor communications, educational initiatives, and institutional marketing efforts. This is a hybrid role, primarily Monday to Friday, with flexibility to work remotely and in-office. Some evening and weekend work may be required based on event schedules or project needs.

This role will help bridge the gap between departments and help to create a strong and cohesive brand across all channels. Role breakdown is approximately as follows:

50% Institutional Marketing & Communications and Brand Support

40% Development and Fundraising Support

10% Education and Outreach Support

Key Responsibilities

- Lead the graphic design and production of day-to-day marketing, fundraising, and institutional materials across print and digital channels.
- Design and produce donor communications, stewardship materials, fundraising collateral, major appeals, sponsorship packages, and campaign assets.
- Develop creative concepts and provide creative direction for integrated campaigns in collaboration with Marketing & Communications and Development teams.
- Support institutional storytelling initiatives by translating organizational priorities, impact stories, and strategic messaging into engaging visual content.
- Produce and maintain branded templates for presentations, reports, donor communications, event materials, and marketing campaigns.
- Coordinate print production, vendor relationships, and quality control for brochures, signage, event materials, direct mail pieces, and other collateral.
- Create materials supporting Theatre Calgary Learning programs, including program guides, promotional materials, and participant communications.
- Manage content for external stakeholders, including acquiring and updating sponsor logos, developing program ads, and ensuring consistency across all platforms. This work will be done alongside the Manager, Community Partnerships.

- Ensure consistency and integrity of Theatre Calgary's visual identity and brand standards across all materials.
- Collaborate freely with departments across the organization as needs and goals arise.
- Other duties as assigned.

Preferred Qualifications

- 1-3 years of experience in graphic design, communications, creative services, fundraising communications, or a related role, preferably within a non-profit arts organization.
- Strong graphic design skills with demonstrated experience creating both print and digital marketing materials.
- Advanced proficiency in Adobe Creative Suite, including InDesign, Photoshop, and Illustrator.
- Experience producing fundraising collateral, donor communications, annual reports, campaign materials, or related development-focused content.
- Proven ability to manage multiple projects simultaneously while maintaining exceptional attention to detail and meeting deadlines.
- A collaborative mindset and ability to work effectively with cross-functional teams.
- Strong organizational, project management, and time management skills.
- Experience developing and maintaining brand standards and creative templates.
- Familiarity with Canva, Microsoft Office, SharePoint, Google Workspace, and project management tools is an asset.
- Experience in or appreciation of theatre is considered an asset.

Salary and Benefits

Annual Salary: \$50,000 – \$53,000 pending experience and proven qualifications

After an initial probationary period of 3 months, you will be eligible to join our group RRSP with employer matching. Theatre Calgary also offers an extensive benefits package, unlimited vacation, as well as a flexible hybrid remote work environment. The details of our hybrid work environment will be discussed during the interview process.

About Theatre Calgary

Theatre Calgary's vision is to stand amongst the best theatres globally as a leader in innovative, impactful and diverse programming. Our mission is to stimulate, provoke and delight through ambitious programming created to ignite local, national and international engagement in a sustainable manner. Theatre Calgary reflects the communities, the country, and the world we live in with ambitious programming, passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classic and contemporary plays, featuring the best artists from Calgary and across the country.

Theatre Calgary encourages applications from our diverse community. Theatre Calgary is committed to equity, diversity, and inclusion. We recognize that increasing the diversity of our staff, on all levels, is integral to accomplishing this objective. We are creating policies, practices, and programs that work toward the goal of dismantling systemic racism. We welcome all applications from women and gender nonconforming people, people of color, indigenous peoples, people with disabilities, and people of all sexual orientations, and all others who may contribute to the further diversification of Theatre Calgary.

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theatrecalgary.com

In the spirit of reconciliation, Theatre Calgary acknowledges that we live, work and create on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, Métis Nation of Alberta, districts 5 & 6, and all people who make their homes in the Treaty 7 region of Southern Alberta. They were the original occupants of this land and continue to be here to this day. Theatre Calgary is grateful to have the opportunity to present in this territory.

Please submit applications to: careers@theatrecalgary.com

We thank all those expressing interest in the role but only those selected for interview will be contacted.

Closing Date for Applications:

Sunday, August 9, 2026 at 11:59 pm.

Preferred start date:

Tuesday, September 8, 2026 or earlier.