



Stafford Arima, Artistic Director

## Development Coordinator, Events & Donor Relations *Theatre Calgary*

Theatre Calgary is seeking a Development Coordinator to join our team. The Development Coordinator plays a key role in the success of Theatre Calgary by creating dynamic events that raise revenue and enhance the donor experience. This person is also responsible for growing philanthropic support through high-quality, targeted campaigns that align with our brand. The Development Coordinator reports to the Director of Development and works cooperatively with the staff and community volunteers to achieve organizational goals.

This role will be based out of the Theatre Calgary offices located in Werklund Centre in the heart of downtown at 220 – 9<sup>th</sup> Avenue SE, with some remote work possible. This job description outlines the primary duties and responsibilities of the position and is not intended to be all-inclusive. The employee may be required to perform other duties as assigned. This position requires availability outside of standard office hours, including some evenings and weekends to support performances, events, and community engagement activities.

### Key Responsibilities

**Donor Events** – Develop and execute creative and unique behind-the-scenes events for Theatre Calgary's premium donor program.

- Plan, organize and manage donor events from concept to completion, ensuring they operate smoothly and efficiently.
- Develop unique events that showcase the work of the theatre.
- Create and adhere to appropriate timelines and ensure that necessary resources are in place.
- Prepare and monitor event budgets.
- Work closely with staff and volunteers to achieve and exceed the goals of each event.
- Ensure recognition of donors and sponsors at events.
- Ensure that Theatre Calgary events are of the highest standard by adhering to all charitable and ethical guidelines.

**Audience Events** – Plan and execute theatre patron events to celebrate opening nights.

- Manage all patron elements of six Opening Nights per season, including creating and sending invitations, managing RSVPs, coordinating catering, entertainment, and décor, etc.

**Gaming Activities** – Raise revenue through a variety of gaming activities designed to engage the public.

- Oversee all AGLC licensing and reporting for raffle, 50/50, and casino.
- Solicit raffle prizes and in-kind sponsorship.
- Assist with coordination of casino and bingo, working with support staff.
- Design and implement marketing initiatives to ensure the success of gaming activity.

**Annual Giving Program** – Increase philanthropic support.

- Grow philanthropic support through donor cultivation and solicitation, using a variety of methods including direct mail, email, phone calls, and social media.
- Participate in special campaigns such as Giving Tuesday.
- Process donations and issue charitable tax receipts.
- Ensure all donor database records are up-to-date and accurate.

**Donor Stewardship** – Build and enhance strong relationships with Theatre Calgary donors.

- Appropriately recognize and thank donors.
- Send out weekly messaging to all new donations under \$1,000 with information on benefits & receipting.
- Update donor lists in programs and lobby displays throughout the season.
- Manage the fulfillment of donor benefits, such as quarterly newsletters, event invitations, etc.
- Manage in-kind sponsor acquisition and benefit execution including catering partners, raffle prize donors, and gift bag contributors.
- Assist with coordination of benefits for major sponsors including complimentary tickets, opening night ticketing, and reception coordination.

**Other**

- Represent Theatre Calgary in the community by 1) being knowledgeable about the organization and 2) developing and maintaining supportive relationships.

**Qualifications**

- Minimum three years of experience in event planning.
- Post-secondary degree or diploma.
- Project management skills.
- Marketing & social media knowledge.
- Collaborative, detail-oriented, and self-motivated.
- Adaptable with strong problem-solving abilities.
- Organizational and analytical skills to prioritize and manage work.
- Knowledge of Tessitura or similar database system is an asset.
- Strong written and verbal communications skills.
- Results oriented, self-motivated and shows initiative.
- Knowledgeable about Canada Revenue Agency and regulations affecting the charitable sector.

**Personal Characteristics**

- A personal interest in the arts and theatre is desirable.
- A team player with a positive attitude and collaborative approach.
- Brings creativity, professionalism, and enthusiasm to the workplace.
- Strong work ethic.
- Excellent interpersonal skills.
- Strategic thinker.
- Ambitious and friendly.
- Enjoy building relationships in the community.

## Salary and Benefits

The salary range is \$50,000-\$51,000, commensurate with experience. Theatre Calgary offers a competitive benefits package.

After an initial probationary period of 3 months, employees will be eligible to join our group RRSP plan with employer matching and our comprehensive benefits program.-

## 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.

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](mailto:careers@theatrecalgary.com) with the subject line "Development Coordinator"

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

Closing Date for Applications: **Wednesday, August 20, 2025**