



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Development Coordinator

We're looking for an enthusiastic, detail-oriented, and energetic individual to take on the full-time role of Development Coordinator and we're hoping that person is you. Now it is an exciting time to join our growing company!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now entering our 61st season, the Arts Club offers the best in professional theatre and has staged over 650 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the x̱məθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

Our Values

- ❖ **Determination** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.

- ❖ **Comradery** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safer work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

JOB SUMMARY

Reporting to the Manager of Individual Giving, the Development Coordinator will focus on supporting the Individual Giving portfolio and will also assist all other areas including special events, corporate sponsorship, and legacy giving. This position is the front-line service for donor donation, event, and ticketing needs. Beyond their responsibilities offering outstanding customer service, the candidate will assist with fundraising campaigns and events, as well as support our annual raffles. The ideal candidate will be data driven, works well with tight deadlines and can be a sea of calm in a work environment that is fast paced and constantly evolving.

This position reports directly to the Manager of Individual Giving but will work closely with the entire Fund Development Team.

DUTIES AND RESPONSIBILITIES

- Process all contributions, ticket donations, sponsorship payments, auction purchases, as well as pledges ensuring each gift is put into the proper fund and is coded to the correct campaign.
- Issue and personalize tax receipts and acknowledgement letters for all donations.
- Manage membership status and update files.
- Perform data segmentation, extractions, and analytics dashboard creation in Tessitura.
- Provide a VIP ticketing concierge service to all donors \$1000+ including processing subscriptions, single tickets, event tickets, and exchanges.
- Assist with front line donor inquiries through the VIP email and phone line.
- Create & distribute 4 quarterly donor newsletters.
- Follow up with all Friends donor level issues flagged by box office.
- Make thank you calls to Friends donors.
- Assist with the creation of the Annual Report.
- Oversee e-blast responses and RSVPs to donor events.
- Support events like the donor appreciation party, backstage tours, opening nights, etc.
- Assist in executing three annual raffles.
- Oversee the planning and execution of annual fundraising for the Seat Campaign.
- Create invoices for corporate pledge payments.
- Assist the other developments when applicable.

SKILLS AND COMPETENCIES

- A strong attention to detail, exceptional customer service and outstanding interpersonal skills.
- Excellent computer skills including experience working with a database tool like Tessitura CRM is an asset.

- Demonstrated superior organizational skills especially in respect to time management in a demanding environment.
- Commitment to the value of teamwork and an ability to contribute constructively to the enhanced systems the company has been integrating and adapting.
- Excellent verbal and written communication skills.
- Experience in office management is an asset.
- Graphic design and social media experience an asset.

QUALIFICATIONS

- Post-secondary degree in general arts or business, or equivalent experience.

BENEFITS

- Employee Benefit Plan: Extended Health Care, Dental Care, Life, AD& D & LTD Insurance.
- Vacation: Starting with 15 days per year.
- 5 paid sick days off per calendar year.
- 5 additional paid personal days per calendar year, prorated in first calendar year for portion of year worked.
- In addition to statutory holidays, the Arts Club is closed on Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals.
- Invitation to first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

ADDITIONAL DETAILS

Employment Type: Full-time

Salary: \$45,000 – \$47,000 per annum (depending on experience and skills)

*Monday-Friday (9:00 AM-5:00 PM), some evenings/weekends required, with a benefits package after 3 months of employment. There is an opportunity to work from home up to 2 days/week if conducive with work activities.

Expected Start Date: As soon as possible

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com with the subject: Development Coordinator – Arts Club Theatre Company.

Application Deadline: January 3rd, 2025

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".