

WINTERRUPTION 2023 – Outdoor Coordinator

Date Posted: October 17, 2022

Application Deadline: October 24, 2022

Start Date: October 31st, 2022

End Date: January 31st, 2023

Wage: Contract Position - \$3000.00

City: Saskatoon

The Organization

THE BROADWAY THEATRE

Friends of the Broadway Theatre, is a non-profit, community-based organization with charitable status, dedicated to the preservation and restoration of Saskatoon's historic Broadway Theatre, a civically and federally recognized heritage building. The Theatre is a 430-seat venue for live music, film, dance, theatre, comedy and both community and private events. It plays a significant role as a community arts and culture centre.

Our Vision: To be a leader and builder of the arts within our community, and a leader and building of community through the arts.

Our Mission: To educate, entertain and inspire our community through artistic, cultural and organizational leadership.

Winterruption

Winterruption is a multi-day, multi-venue festival that seeks to celebrate the fact that Saskatoon is a Winter City. We program a wide range of live performances that will engage and entertain a diverse group of preferences in the hopes of inspiring people to leave the house in the dead of winter. The full festival features performances in venues throughout the city and a two-day outdoor festival that features diverse cultural activities that seek to help build community.

Job Description

The Outdoor Coordinator is responsible for making our outdoor Winterruption activities the best it can be. Through a wide range of diverse and engaging activities, the outdoor feature of the Broadway Theatre's Winterruption festival seeks to bridge cultures and build community.

Key Role Responsibilities/Activities/Deliverables:

Event Planning (80%)

- Coordinate with contacts to program storytellers/speakers for the tipi event
- Coordinate with partners to get and erect the tipi
- Work with BBID and other partners to secure all necessary permits
- Coordinate outdoor facilities, including tents, heaters and portable toilets
- Reach out to and work with food vendors (such as beaver tails) to provide onsite food options

- Reach out to other cultural organizations to plan and coordinate outdoor activities ranging from kick sleds to ice fishing demos.
- Coordinate partnerships and participation with other artistic and cultural organizations
- Work closely with volunteer coordinator to ensure there are enough volunteers for various tasks
- Work closely with Broadway Staff to obtain necessary event items such as hot chocolate, muskeg tea, and coffee and fire barrel.
- Additional tasks and projects, as required

Event Execution (20%)

- Coordinate set up and take down as required
- Problem solve issues as they arise
- Check in on volunteers and staff to ensure there are no problems or to deal with issues before they become problems
- Meet rental businesses for drop-off/pick up.
- Other related tasks as they come up

What is required in a candidate:

- Exceptional organizational skills and attention to detail that allow the individual to multitask over short periods of time
- Exceptional customer service skills
- Ability to remain calm in high stress situations
- Solid verbal communication skills
- A track-record of being a team player who can lead and be an exceptional contributor
- Strong work ethic, flexibility, good time-management skills and the ability to work to a deadline;
- The ability to work evenings and/or weekends (The event will take place over a weekend in January)
- Possess a valid Class 5 or equivalent drivers license;
- Passionate about working in a thriving, non-profit, community-owned, arts and culture organization

For more information on the organization, visit www.broadwaytheatre.ca

This search process will commence immediately and will remain open until a successful candidate is selected.

Qualified applicants are invited to submit their resume and letter of interest, in confidence, Aryn Otterbein, Operations Manager at The Broadway Theatre, 715 Broadway Avenue, Saskatoon, SK.

Contact Info:

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