

Company & Volunteer Coordinator

Job Description

Overview

The Company & Volunteer Coordinator is responsible for providing exceptional hospitality to professional and community company members. This includes attending to all travel, housing, transportation etc. for visiting artists, along with travel and transportation for all company members for rehearsals, shows, and events. The coordinator also plays an integral role for volunteer recruitment, retention, and communication throughout the production process. The ideal candidate is personable, warm, detail oriented, organized, and comfortable working under pressure. Flexibility in scheduling and availability is a must, and access to your own vehicle is required.

Tasks

Before the production phase:

- Manage all travel, accommodations and transportation for guest artists and creative team, and strategically locate housing that fits their needs and budget guidelines
- Help connect visiting artists with local service providers as needed (i.e. hair salon, dentist, car repair)
- Update Guest Artist Welcome Handbook, including recommendations for local restaurants, tourism information, healthcare service providers, etc.
- Create Volunteer Handbook
- Maintain volunteer database and distribute information as required
- Help recruit volunteers by spreading the word to community groups and local organizations, with a special focus on Equity, Diversity and Inclusion
- Work with Production Manager and appropriate production department to schedule volunteer hours for activities such as prop building, costume sewing, etc.
- Handle all volunteer correspondence, working closely with Festival Antigonish staff for guidelines

During the rehearsals and performances:

- Calmly and effectively handle unexpected situations at any time
- Collaborate with Antigonish Community Transit to organize travel from the Bauer Theatre to Keppoch Mountain for rehearsals and performances (and organize extra car pools as needed)
- Organize company special events such as Meet and Greets, Gatherings, and Volunteer Appreciation Event
- Provide relevant updates to the Administrative Team on a regular basis
- Deal with any issues that arise throughout the day such as cast members calling in sick
- Assist with general health and safety concerns (i.e. Covid compliance, extra supplies for sun protection etc.)
- Work with Production Manager and appropriate production personnel to schedule volunteer hours
- Ensure on-site volunteer tent is supplied and that volunteers are well supported during the production

- Greet volunteers on site and assign tasks and costumes to “extras” as necessary
- Other duties as assigned and needed

General

- Promptly deal with phone calls, emails and texts and pass on messages to the relevant people
- Report any issues to management that may arise related to inappropriate behaviour from the volunteers
- Maintain communications with volunteers and company members, ensuring relevant information is shared in a timely manner
- Attend staff and production meetings

Qualifications

- Excellent organizational and time management skills
- Excellent listening skills and lots of patience
- Good interpersonal skills
- Understanding and passion for the world of theatre production
- Excellent at problem solving
- Able to work independently and with a team
- Computer knowledge including Microsoft Word, Excel, Outlook, and online search engines
- Good knowledge of Antigonish town and county geography, resources, services, etc.
- Valid driver’s license and reliable vehicle needed
- Familiarity with Canadian Actors’ Equity Association rules and regulations is an asset

This position reports to the Production Manager.

This is a contract position, paying \$15/hour, with a varied work schedule:

April 11 – July 1 – 10 hours/week

July 4-15 – 24 hours/week

July 16-August 21 – 40 hours/week (full time)

Please send cover letter and C.V. to irisk@stfx.ca

Deadline to apply: March 18