

# WIT

WINNIPEGINDEPENDENTTHEATRE.COM

## PROJECT COORDINATOR

WIT (Winnipeg Independent Theatre) is a collective of independent theatre companies with a vision to promote independent theatre in Winnipeg. The mission is to create a marketing affiliation between Winnipeg independent theatre organizations in order to strengthen their individual and collective profiling and patronage. We are about to embark on a collaborative strategic planning process to support capacity-building for the independent theatre sector in Winnipeg. An experienced consultant will be hired to facilitate a year-long process, which will include community consultation, the creation of a work plan and pilot initiatives. We are seeking a Project Coordinator to oversee this project. They will work on a contract basis, doing casual project management over a one-year term. This role is primarily administrative in nature, managing logistics rather than undertaking creative work. The Project Coordinator's main responsibilities will include:

- overseeing all logistical aspects of the project
- regularly reporting to the WIT collective
- managing communication
- planning a retreat, consultation sessions and ways to engage the larger community
- working with the team to coordinate logistical elements for pilot projects
- overseeing elements of marketing, social media and website redevelopment
- assisting in seeking additional revenue sources and with reporting on the project
- helping realize the goals of the project including documenting the process and working with the consultant to create a feasible work plan for long-term implementation.

WIT is committed to employment equity and actively encourages applications from all suitable candidates. The ideal candidate will bring the following:

- ability to work in a self-directed manner, self-initiate tasks and work independently
- an understanding or familiarity with the theatre industry
- organizational skills
- good at juggling tasks and prioritizing
- strong communication and interpersonal skills
- willingness to report to and work with a collective in a consensus-driven manner
- ability to work in a team environment
- strong computer skills and proficiency with Google Drive
- as well as a passion for the arts and independent theatre.

The rate of pay will range from \$15-\$18, based on experience. The Project Manager will be expected to work off-site and create their own hours based on the necessary tasks and deadlines.

For more information on the company please visit our website – [www.winnipegindependenttheatre.ca](http://www.winnipegindependenttheatre.ca). To apply please forward your resume and cover letter **by e-mail only** to [winnipegindependenttheatre@gmail.com](mailto:winnipegindependenttheatre@gmail.com) .

Deadline for application is **March 15<sup>th</sup>** or when the position is filled. We thank all applicants for their interest; however only those shortlisted will be contacted.