



**Development Coordinator
Job Posting**

Title: Development Coordinator

Department: Administration

Position: Casual Part Time, Union (IATSE Local 168)

Hours: 4 – 8 hrs per-week

General Statement of Duties:

Reporting to the Managing Director, the Development Coordinator shall be responsible for coordinating the development of sponsorships and donor funding for Tidemark Theatre presentations and programs. The Development Coordinator shall work in conjunction with the Managing Director and the Marketing and Programming Coordinator to develop sponsorship and donor fundraising for the TTS Presentation Season, TTS Programs and Administration operating revenues.

Supervision:

The Development Coordinator shall report to the Managing Director, and must be able to work independently with minimal supervision.

Typical Duties & Responsibilities:

The duties shall include:

Sponsorship and Donor Development:

- Identify and develop sponsorship communication strategies to meet TTS objectives.
- Identify and develop sponsorship and donor relationships in the Campbell River business communities.
- Responsible for the design, production, and dissemination of sponsorship and donor packages to prospective clients and donors.
- Assist with social media in the Marketing and Programming Department.
- Identify the Tidemark Theatre's target market in order to strategically facilitate sponsorship and donor packages and show sponsorships.
- Actively observe the sponsorship and donor activities of other venues.
- Liaise with community stakeholders to determine sponsorship options that directly complement existing community festivals and events;

Other:

- Maintain and perform record keeping duties as requested;
- Attend meetings, professional development and networking opportunities and regional conferences as requested;
- Comply with all Tidemark policies and safety procedures;

Qualifications:

- A degree in a related discipline (i.e. marketing and sales) is required and/or minimum of 3-5 years relevant professional experience;
- Possess a demonstrated ability to organize multiple tasks, set priorities, meet deadlines and work under time constraints;

- Self-starter; able to take initiative and be proactive with respect to helping out on various projects in and around the theatre;
- Flexible and adaptable to change;
- Knowledgeable in the use of computers, multiline telephones, website maintenance, and social media;
- Excellent communication and organizational skills;
- Ability to communicate effectively with a variety of people in a courteous and tactful manner;
- Effective time management skills;
- Ability to work calmly under pressure;
- Customer service oriented;
- Proficient in the use of Microsoft Office, Outlook, and Adobe Photoshop;
- Proficient in the use of social media and website maintenance;
- Level 1 First Aid required;
- Valid BC Driver's License required;
- Criminal Record Check required.

Classification: Casual Part time, Union (IATSE Local 168)

Hours of Work: flexible schedule including evenings and weekends

Compensation: As per Collective Agreement – Development Coordinator \$20.13 p/hr.

Probationary Period: 3 months

Please address cover letter and application to:

Att: Development Coordinator Job Posting

Tidemark Theatre Society

1220 Shoppers Row V9W 2C8

or

Email: manager@tidemarktheatre.com

Subject Line: Development Coordinator Job Posting

This position will remain open until a suitable candidate has been found