



CALGARY PRIDE

Employment Opportunity

Title: Festival & Entertainment Coordinator

Type: Full Time, Temporary (Until September 2023)

Start Date: ASAP

Pay: \$24.00/hour

Hours: 37.5 hours/week

Format: Hybrid, increasing presence for in-person work will be required in July and August

Calgary Pride is a not-for-profit organization that has been serving Calgary since 1990. It remains a vital part of the local gender and sexually-diverse community, positioning Calgary as a 2SLGBTQ+ destination for both national and international visitors. Our mandate is to advance visibility and inclusion for Calgary's gender and sexually diverse communities. To do this, we endeavour to build strong community partnerships, implement ongoing programs like Reading with Royalty (drag storytime program for kiddos in partnership with the Calgary Public Library), Queerly Festive (a free holiday dinner & show), and produce Calgary's premier celebration of diversity, Calgary Pride Week, Parade & Festival.

To read about Calgary Pride's ongoing diversity, equity, and inclusion journey, please visit calgarypride.ca/dei.

Eligibility

As this role is supported by Canada Summer Jobs, the applicant must be between the ages of 18 and 30.

Accessibility

Interviews will be conducted remotely over Google Meet. If a different interview format is more accessible for you, please indicate this in your application. Calgary Pride staff are working remotely until in-person work is safe and is permitted. When we are able to resume in-person work, some things to note about our office space:

- Our office is in the Calgary neighborhood of East Village and is accessible via public transit.
- Office is on ground level, wheelchair accessible.
- Gender-inclusive public washrooms on site.



CALGARY PRIDE

We strive to be as inclusive as possible, and work to ensure a workplace environment that is free of visible and invisible barriers, and comfortable for people with disabilities and neurodivergent people. Some things to note about working at Calgary Pride:

- Calgary Pride's primary working language is English.
- Our regular working days are Monday to Friday with core hours being 9:00 a.m. to 5:00 p.m.
- Our team works on a flexible schedule, and May to September is the peak season for Calgary Pride Week, Parade & Festival. Particularly during Calgary Pride Week (Aug 26 to Sept 4, 2023), staff, volunteers, and board members typically work more hours, and longer days.

Role

Reporting to the Manager of Production & Programming, the **Festival & Entertainment Coordinator** is responsible for supporting the planning and executing of the in-person Pride Festival and other relevant artistic programming. The ideal candidate will also support raising awareness of Calgary Pride programs while playing a role in stakeholder communications (internal and external) that fortifies the organization's strategic direction. As part of a fast-moving and compassionate team, you will bring creativity to our circle while playing a leadership role in the organization.

Responsibilities

- Assisting with the planning, coordination, and execution of Calgary Pride's Festival, including the on-site beer gardens, marketplace, and any other related tasks to festival logistics.
- Assisting with the planning, coordination, and execution of Calgary Pride's Festival programming and entertainment, including communicating with artists, drafting artist contracts, drafting production schedules, and assisting with talent the day of the Festival.
- Liaising with City of Calgary Departments and agencies to ensure all necessary documents, permits, licensing and inspections for the Festival are acquired, in compliance, completed and in place in alignment with all timelines, including road closures, building permits, and site electrical.
- Specific focus will be given to managing and executing logistical elements for the festival, in collaboration with the Manager Production & Programming and Parade Logistics Coordinator, including site plan development (CAD drafting), contractor and market vendor booking/coordination.
- Develop and produce materials and reports for a variety of internal and external stakeholders.
- Provide feedback with refining organizational policies and procedures for Calgary Pride.
- Work with the Finance Committee and the Manager of Production and Programming to work within the refrains of the budget.



CALGARY PRIDE

- Support the management team in daily admin tasks and any other support required from the leadership team or other colleagues.
- Determining project changes, risks, and providing ideas where applicable. Ensuring social media and marketing projects adhere to organizational frameworks and that all documentation is maintained appropriately for each project.

Other important details

Flexible Work Agreement

The nature of this position may require an increased workload at specific times throughout the year, as well as the ability to work evenings and weekends. Calgary Pride will provide you with paid time off in lieu of overtime hours worked. An agreement will be placed in the letter of offer.

You are entitled to take statutory holidays as paid days off, as indicated by the Government of Alberta. In the event that a statutory holiday falls on the weekend, you are entitled to take a day off in lieu as soon as possible after the statutory holiday.

Medical/Dental Benefits

Medical and Dental benefits for this position are not currently provided by the organization.

Qualifications

- Event, project or administrative certification and/ or equivalent experience considered an asset.
- Extremely comfortable working with and learning new software.
- Excellent oral and written communication skills.
- Flexible schedule but ability to set core hours, and availability to spend time attending community events.
- Possess a passion for the community, and demonstrate an understanding of current challenges and opportunities faced by gender and sexually diverse communities.
- Aptitude to critically think, work within complexities, adapt, evolve, and prioritize changing organizational, stakeholder and community needs.
- Strong time management and organizational skills and ability to prioritize competing deadlines.

Calgary Pride is an equal opportunity employer, is strongly committed to diversity, equity, and inclusion, and encourages applications from gender and sexually diverse candidates, racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, and others who may contribute to organizational diversification of ideas.

Terms of Employment: This position will be on a temporary full time position at an average of 37.5 hours/week, and will be allowed some flexibility in work schedule, in consultation with the Managers. In addition, the workload will be variable due to Calgary Pride programming and special



CALGARY PRIDE

initiatives. The successful candidate is expected to manage their time accordingly and take overtime hours as time in lieu at the earliest available opportunity.

If you would like to begin a confidential conversation about your individual accessibility or accommodation needs through the recruitment process, we encourage you to email our team at accessibility@calgarypride.ca or call us at 403-536-4077.

Application Process

All applicants will be required to provide the below, when completing their application. Please be prepared to include your response along with your resume when you submit your application.

Part A:

You're planning a community event for 100 attendees, please briefly describe how would facilitate the event including planning process, organizational workflow, production, and oversight.

Part B:

The Calgary Pride festival performances are running 15 minutes behind schedule. How would you handle this situation as a production staff?

****Please note that graphics and content provided are for the sole purpose of this application****

To Apply:

For best consideration, submit your application and resume no later than **May 8, 2023, 11:59 p.m.**

Mountain Time

We thank those applicants who are interested in this position; however, only those candidates selected for an interview will be contacted.