



CALGARY PRIDE

Employment Opportunity

Title: Parade Logistics 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.



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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 **Parade Logistics Coordinator** is responsible for supporting the planning and executing of the in-person Pride Parade and other relevant 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

- Support coordinating all major logistical requirements, production elements, and infrastructure for the Calgary Pride Parade including critical paths, production schedules, and show flows, risk management, accessibility, and environmental plans.
- Liaising with City of Calgary Departments and agencies to ensure all necessary documents, permits, licensing and inspections for the parade 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 parade, in collaboration with the Manager Production & Programming and committees, including site plan development (ERP), contractor and parade participation coordination.
- Logistical support of the Parade including parade order development, liaison with parade participants, developing and ensuring safety standards are met by all parade participants, etc.
- Develop and produce materials and reports for a variety of internal and external stakeholders, including parade Terms of Reference.
- Work with the Finance Committee and the Manager of Production and Programming to work within the refrains of the budget.

Other important details

Flexible Work Agreement



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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 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



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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 the point of contact for over 100 parade entries, briefly describe how you would manage and organize communication with a large number of stakeholders.

Part B:

You're planning an event for 300 people, briefly describe how you would plan and execute the event, including logistics, timelines, etc.

****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.