

CALGARY PRIDE

Employment Opportunity

Title: Manager of Productions and Programming

Type: Full Time

Pay: \$55,000-\$57,200 / Year

Hours: 37.5 hours / week

Start date: September 2024

Format: Hybrid

Calgary Pride is a not-for-profit organization that has been serving Calgary since 1990, and 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 endeavor 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.

Calgary Pride is an equal opportunity employer, is strongly committed to diversity, equity, and inclusion (read more about our journey at <https://calgarypride.ca/diversity-equity-inclusion/>, and **encourages applications from gender and sexually diverse candidates, racialized persons / persons of color, women, Indigenous peoples, people with disabilities, and others who contribute to diversifying our organization's programming and ideas.**

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 in a hybrid environment, some things to note about our office space:

- Our office is in the East Village and accessible via public transit.
- Our office is on ground level, wheelchair accessible.
- We have access to gender-inclusive public washrooms on site.

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 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 5, 2022), staff, volunteers, and board members typically work more hours, and longer days.
- The staff Management Team takes any overtime hours accrued as time in lieu (flex time) in the off-season (October to May).

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Role

This paid position will work within a new collaborative management staffing structure, consisting of 3 permanent Managers who work closely together, reporting to the Board of Directors. Calgary Pride is looking for someone who is a natural people connector and problem solver. You will play an integral role in centering the voices of the most marginalized and vulnerable 2SLGBTQ+ community members that our organization seeks to serve.

Our ideal candidate is a self-starting and forward-thinking leader with strong experience in both festival production and parade logistics. You have a proven track record of managing multiple complex production processes simultaneously and are skilled in programming that meets our strategic objectives. You're adept at leading projects from start to finish, optimizing workflows and people, and solving logistical and technical problems with minimal supervision. Working closely with the Manager of Communications and Manager of Membership & Fund Development, you will ensure our programming supports our brand's expansion and engagement. As a key member of our dynamic and compassionate team, you will use your leadership and technical expertise to coordinate with staff, volunteers, contractors, performers, and artists to infuse creativity and efficiency into our initiatives.

Responsibilities

- Year round programming
 - Ensure all major logistical requirements, production elements, and infrastructure are in place for Calgary's Pride's annual events and programs, including critical paths, production schedules, and show flows, risk management, accessibility, and environmental plans.
 - IT support with system administration, user provisioning, training, technical support, system implementation / integration / automation, security monitoring, data management.
 - Working closely with the finance committee and Manager of Membership & Fund Development to balance profit and loss, ensuring Calgary Pride remains operational year over year.
 - Year round programming includes but is not limited to Reading with Royalty (drag storytime program for kiddos in partnership with the Calgary Public Library), Queerly Festive (a free holiday dinner & show), and coordination of pre-festival events with other partners and communities leading up to the Pride parade and festival, including the Opening Ceremony with the indigenous community.
 - Provide an operations report to the board of directors at minimum on a monthly basis.
- Festival & Parade
 - Liaising with City of Calgary Departments, agencies and contractors to ensure all necessary documents, permits, licensing and inspections are acquired, in compliance, completed and in place in alignment with all timelines, including road closures, building permits, and site electrical.

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- Specific focus will be given to managing and executing logistical elements of the in-person Parade , in collaboration with the Board of Directors and committees, including application management, float/participant staging plans and community notification plans.
- Specific focus will be given to managing and executing logistical elements, in collaboration with the operations leadership team and volunteer committees, including site plan development (CAD drafting), ERP development, contractor and market vendor booking/coordination.
- Logistical support for liquor service including sales workflows, product selection, ordering, delivery and returns coordination.
- Logistical support of equipment including POS, cash handling, refrigeration, service, etc.

Qualifications

Please clearly demonstrate in your application how you meet the following qualifications.

Required:

- Familiarity with Calgary Pride's mandate and programming.
- Ability to appreciate unique experiences of queerness and 2SLGBTQ+ identities particularly as this relates to intersectional barriers to access and inclusion.
- Possess a passion for the community, and demonstrate an understanding of current challenges and opportunities within gender and sexually diverse communities.
- Aptitude to critically think, work within complexities, adapt, evolve, and prioritize changing organizational, stakeholder and community needs. Ability to discern when to seek advice and/or approval from Management Team members or the Board of Directors.
- Possess interpersonal skills required when working with both technical and non-technical personnel at various levels within the organization
- Aptitude to critically think, work with complexity, and prioritize changing demands.
- Ability to thrive in a cyclical work environment with periods of high intensity and downtime, typical of festival planning and project-based schedules. This includes a flexible schedule and the ability to set hours as needed.

Nice to have:

- A post-secondary degree, certification or equivalent experience in one or more areas including, Business Administration, Event Production, Communications, Project Management or Technical Production.
- Experience in anti-racism initiatives and comprehensive knowledge of Indigenous cultures.

Vacation & Personal Days

The candidate will be eligible for 15 vacation days annually, and 5 personal days to be taken between October 15th - May 31st. They are entitled to take statutory holidays as paid days off, as indicated by the Government of Alberta. These days will be given as paid in addition to the annual 15 vacation days. 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.

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Health & Wellness Benefits

Upon completing three month probation, the following additional health and wellness benefits are provided:

- You are eligible for 3 wellness days per year, to be taken at your discretion.
- You will receive \$100 on each pay cheque to access a benefits program of your choosing, while you are actively employed with the organization.
- You are eligible to receive reimbursement for additional health & wellness support equal to no more than \$1200/year. Reimbursement for these expenses are to be submitted no later than 3 months from the date of service and in alignment with the expense reimbursement policy.
- Should at any time you require additional support from Calgary Pride for your health and wellbeing, you are encouraged to speak with the Board of Directors or the HR committee.

Terms of Employment: This position will be full-time and permanent, at an average of 37.5 hours/week, and will be allowed some flexibility in work schedule, in consultation with the Board of Directors. 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.

Submit your application, cover letter and resume no later than **Friday August 16, 11:59 p.m. Mountain Time** here.

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