



## JOB: THEATRE ENCOUNTER – FESTIVAL COORDINATOR

Theatre Encounter, Calgary's Expressionist theatre company, is seeking a festival coordinator for their inaugural STRANGER FEST, taking place in March 2024.

The festival coordinator will work closely with the festival producer and artistic director to ensure smooth logistics of festival events taking place in Theatre Encounter's Abattoir Studio and the hallway gallery, both located at the cSpace Marda Loop in Calgary, AB, and to create an excellent experimental art experience for visiting artists, volunteers and audiences.

### KEY RESPONSIBILITIES:

- Be the primary point of contact and maintain ongoing communication with visiting festival artists being presented in the Abattoir Studio and Hallway Gallery
- Assist with load-in and load-out at venues for performances and presentations, and assist the festival producer with sourcing and installing equipment in the venues
- Provide technical support for visiting artists as needed through the festival
- Supervise one (1) technician in the Abattoir Studio
- With the festival producer, coordinate the bar and festival box office on site needs, and provide support to volunteer bartenders and ushers.
- Other duties as prescribed by the artistic director and producer

### TRAINING AND EXPERIENCE:

- Degree or Diploma in stage management, technical theatre, or equivalent experience
- Working knowledge of essential theatre technology, such as lighting and audio boards, PAs, microphones, monitors, and Qlab software
- Experience supervising and coordinating volunteers
- Pro-Serve certification
- First-Aid certification is an asset
- Working knowledge of performance norms and etiquette, including health and safety best practices
- Interest in experimental theatre and performance

Compensation for this role is \$2500 for an anticipated 100 hours between (approx.) January 15 and March 25, 2024. This is a part-time position of 5-10 hours per week, except for the festival period between March 10-24 during which a greater time commitment should be expected. Unless required at the venues, this is a remote position.

To apply, please send a brief cover letter and resume to [artisticproducer@theatreencounter.com](mailto:artisticproducer@theatreencounter.com)

For more information on Encounter's upcoming projects, please visit [www.theatreencounter.com](http://www.theatreencounter.com)