

ARTISTIC AND CULTURAL PROGRAMMING COORDINATOR

Reporting to the Director of Artistic and Cultural programming, the Cultural and Artistic Coordinator supports management with the conceptualization and development of annual programming and performs various coordinating and logistical tasks related to this programming.

Bilingual Full time position with the possibility of working evenings and weekends

Job details

Duties related to **planning and programming (30%)**

- Participate in the development of annual programming with the CCFM programming team (Director of artistic and cultural programming and others as needed);
- Help develop the programming, i.e. research and make suggestions of artists or activities for approval by the Director of artistic and cultural programming in view of the programming, i.e. Patio 340, Mardi Jazz, the Coup de Cœur series, the youth programming, our multidisciplinary art school and any other programming;
- Work with the teachers of the dance school and representatives of the Ensemble Folklorique de la Rivière Rouge dance troupes to establish the school's courses for the coming year and assist with the management of the dance troupes and liaise with other members of the CCFM team;
- Support the Director of artistic and cultural programming with the establishment and monitoring of budgets for annual programming.

Duties related to **coordinating and executing of programming including administration (50%)**

- Plan, organize and execute logistical details such as venue booking, technical needs, volunteer requirements, material needs, etc. for all CCFM programming activities, including our community events.
- Plan and organize the dance school, the multidisciplinary art school, and the summer camps.
- Create contracts for artists, casual employees and teachers of the dance school.
- Act as a liaison between the artists and the CCFM team.
- Recruit, train and manage volunteers for our activities.
- Attend selected CCFM events.

Related duties (20%)

- Obtain all the necessary information such as photo and bio of artists, etc. to be giving to the communication and marketing department for marketing and promotional purposes.

- Assist the CEO, Director of Artistic and Cultural programming, Director of Communications and Marketing with tasks related to partnerships, sponsorship research, audience development, sales and promotion of activities, ticketing, etc.
- Compile data and maintain statistical reports related to programming activities.
- Assist in the development of grant applications and reports related to programming.
- Establish, maintain and collaborate with various partners and organizations such as Le 100 Nons, CJP, ACFM, TCM and others.
- Participate in staff and annual planning meetings.
- Propose different elements to improve the functioning of the department.
- Carry out any other task delegated by the Director of Artistic and Cultural Programming.

Education and training

- A general bachelor's degree or in a field related to special events management and business administration.

Experience

- Experience is required in a field related to event planning as well as experience in project management and in the music and event programming industry.

Skills

- Project management, ability to prioritize, work with tight deadlines, ability to remain calm during stressful times.
- Attention to detail.
- Bilingual with a good knowledge of French and the ability to communicate orally and in writing in both official languages.
- Adaptability to new situations, initiative and innovation, can make decisions quickly.
- Interpersonal skills, ability to work as a team and general knowledge of the Manitoba arts community.
- Exemplary professional conduct: motivation, punctuality, sense of responsibility, confidentiality, tact.
- Computer knowledge of the Microsoft suite (Word, Excel, PowerPoint and Outlook) as well as TEAMS and ZOOM.
- Valid Manitoba and Canadian driver's license and access to a car.
- Proof of full immunization against COVID-19.

To apply : please send your application with resume and cover letter to llavack@ccfm.mb.ca