

## **EMPLOYMENT POSTING**

### **POSITION**

Education Coordinator

### **EMPLOYER**

Bard on the Beach Shakespeare Festival, Vancouver BC

### **OVERVIEW**

Bard on the Beach is Western Canada's largest professional Shakespeare Festival. Its annual budget is almost \$7 million and it employs a year-round team of professional artists and administrators. The Festival offers Shakespeare plays, related dramas and special events from June to September, in two modern theatre tents in a magnificent setting on the waterfront in Vanier Park. The Festival also offers year-round educational programming at the BMO Theatre Centre in Olympic Village, and throughout the Lower Mainland.

### **POSITION SUMMARY**

The Coordinator will be a highly-motivated, detail-oriented individual who is dedicated to helping support Bard Education's mission of inspiring our community through Shakespeare. Reporting to the Director of Education, the Coordinator will be responsible for organizing communications with participants and families for programs such as Young Shakespeareans, Riotous Youth and Bard for Life and with teachers and school personnel for programs such as Bard in the Classroom, Bard Unbound and the Bard Youth Festival. The Coordinator will support the smooth running of all programs, including hospitality and safety for participants, logistical support for teaching artists and integration with marketing, sales and operations.

### **AREAS OF RESPONSIBILITY AND OVERSIGHT**

- Support general planning and scheduling of all Bard Education programming
- Provide point of contact and outstanding customer service to all patrons of Bard Education programming, including participants, families and educators
- Help ensure clear, accurate and thorough communication with participants, families, teaching artists and staff
- Help ensure a safe, supportive and welcoming environment for all participants and families
- Provide logistical support for Teaching Artists and staff
- Liaise with colleagues in marketing, sales, production and operations, to facilitate integration of Bard Education into the Festival and other Bard programming

### **QUALIFICATIONS**

- Post-secondary degree or diploma in a related field and/or experience in arts or education administration
- First Aid training, or willingness and ability to complete training at employer's expense and provide First Aid as needed
- Excellent organization and communication skills
- Exceptional attention to details, deadlines and timelines, with the ability to work in a dynamic environment
- Ability to work independently with limited supervision, and as part of a team
- Proficiency with Microsoft Office Suite, and ability to learn other programs
- Demonstrated interest in the performing arts; knowledge of Shakespeare a plus

### **HOURS**

37.5 hours per week, including some evenings and weekends.

### **COMPENSATION**

Salary based on experience and qualifications. Eligible for comprehensive employee benefits package.

### **TO APPLY:**

Please upload your resume and cover letter together as one PDF with wage expectations.

### **APPLICATION DEADLINE: Thursday, November 30, 2017**

Thank you for your interest. Only those applicants selected for an interview will be contacted.