



## Join the Neptune Theatre Team

**Job Position: Project Coordinator**

**Posting Date: October 14, 2021**

**In 2022, Neptune Theatre will be celebrating our 60<sup>th</sup> Season. We are looking to hire a Project Coordinator** as a key part of our team to help with planning and organizing our 60<sup>th</sup> anniversary plans and campaigns. The main responsibilities of the project coordinator include working with team members to create a timeline, following up with team members to ensure everything is running smoothly, and tracking project progress.

### Project Coordinator duties and responsibilities

- Ensuring project team adheres to provided timelines and deliverables
- Ensuring documentation is maintained throughout the length of the project
- Communicating plans, actions, risks, and issues with key stakeholders
- Solving any issues that may arise during the project
- Managing and building relationships with multiple teams
- Assisting with administrative functions and processes
- Managing day-to-day activities for the Project Management team
- Analyzing project data and producing progress reports
- Assist with archiving, digitizing files and records management
- Any other duties as required

### Project Coordinator skills and qualifications

A successful Project Coordinator will have various prerequisite skills and qualifications required for the duties of this job, including:

- Ability to work independently and as part of a team
- Excellent time management skills
- Ability to adapt to changing environments and timelines
- Excellent attention to detail
- Excellent communication and organizational skills
- Strong interpersonal skills
- Ability to organize priorities based on deadlines
- Excellent presentation skills
- **Must be a team player**

This position is part time (approximately 20 – 24 hours/week). This is temporary position with the possibility of being extended based on funding.

\$15/hour

## **About Neptune Theatre**

Neptune Theatre is located on sacred land that has been the site of human activity for over 12,000 years. We are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People, and we acknowledge them as the past, present, and future caretakers of this land.

As artists, we are grateful to work and build community here. As stewards of culture, we are in the process of learning more about how our company can improve our relations with Indigenous People and uphold the values of collaboration and inclusivity in all that we do.

Neptune Theatre is Atlantic Canada's premier destination for live, professional theatre. On our stages, you'll experience theatre that is uplifting and thought-provoking. Our roots are deep in this region. We are deeply supportive of and connected to our local community, and are committed to creating outstanding experiences that enlighten and bring joy to our audiences.

We are the cultural heart and soul of the Halifax community. Our values are grounded in the belief that the power of live theatre can transform and connect. With a mindful and inclusive approach, **we are committed to bringing stories that represent the history and diversity of our region and its people to life on our stages.**

## **Anti-Harassment Policy**

Neptune is committed to maintaining a positive, harassment-free culture. We do not tolerate any form of harassment of our employees, clients, volunteers, or any persons visiting or spending time on our premises or online spaces. Please note that violation of this policy could result in revoked access.

Neptune Theatre takes part in the Not in Our Space! initiative, a national anti-harassment and respectful workplace collaboration campaign between Equity and the Professional Association of Canadian Theatres (PACT), which seeks to ensure healthy and productive working conditions for all professionals working in live performance across the country.

## **Ethno-Cultural Mandate**

Neptune Theatre seeks to promote equity, inclusion and access by amplifying voices that have been historically marginalized or underrepresented, and we factor this into every decision we make. We encourage submissions from artists of all genders, ethnicities, abilities and identities, and will give priority consideration to those who self-identify as IBPOC, LGBTQ2S+, d/Deaf, living with disabilities, and/or facing other systemic challenges in our industry.

If you are seeking flexible hours, enjoy interacting with people in a pleasant, friendly environment and want to share in the excitement of live professional theatre, please forward your résumé to:

**Emily Richards**

**Marketing Manager**

**Email: [erichards@neptunetheatre.com](mailto:erichards@neptunetheatre.com)**

**Re: Project Coordinator**

Only those selected for an interview will be contacted.

We would like to thank all applicants for their interest.