

THE CANADIAN STAGE COMPANY

SPECIAL PROJECTS OFFICER (DEVELOPMENT DEPARTMENT)

Start Date: Immediately

POSITION SUMMARY:

As a member of the Development Department, the Special Projects Officer is responsible for coordinating specific projects which complement the Individual Giving and Corporate fundraising campaigns. These projects include special events, such as the annual Canadian Stage Fundraising Gala – Theatre Ball, as well as Opening Night dinners and the Take-a-Seat Campaign. The position offers exposure to all aspects of fundraising, including cultivation and relationship management, prospect research and event coordination.

ABOUT THE CANADIAN STAGE COMPANY:

Nationally and internationally acclaimed, The Canadian Stage Company is Canada's leading not-for-profit contemporary theatre company. Founded in 1987 with the merger of CentreStage and Toronto Free Theatre, the Company is dedicated to programming international contemporary theatre and to developing and producing landmark Canadian works which have been awarded some of the country's most prestigious literary and performing arts honours, including the Governor General's, Chalmers and Dora Mavor Moore Awards. The Company presents the richest variety of Canadian and international plays and musicals – from edgy and provocative works at the Berkeley Street Theatre to productions with universal appeal at the Bluma Appel Theatre and a summer of Shakespeare at the Canadian Stage TD Dream in High Park. With a long-standing commitment to education and enhancement programs for the public, nurturing theatre professionals, and developing new Canadian plays, Canadian Stage plays an essential role in bringing thought-provoking theatre and high quality entertainment into the lives of millions in Toronto, one of North America's largest theatre centres. For more information, refer to canstage.com.

KEY RELATIONSHIPS:

- Reports directly to the Executive Director of Advancement

MAJOR RESPONSIBILITIES:

- Provide leadership for the planning, coordination and execution of the Theatre Ball – liaising with the Special Events Consultant, Canadian Stage Company's Production Department and other departments in the organization
- Manage and provide support to the Theatre Ball Chair and committee
- Liaise with internal Opening Night team to coordinate all Opening Night dinners
- Work with the Individual Giving Manager to co-ordinate the donors' Theatre Weekend to New York
- Assist with tracking components of the Development Department's expense budget

- Strategize around the re-launch of the Take-a-Seat Campaign
- Oversee the management and update of the Donor Wall
- Interface and build relationships with Donors
- Perform other duties as assigned

IDEAL PERSONAL QUALITIES:

- Relevant arts-related university degree and commitment to fundraising
- Demonstrated initiative and ability to meet targets and simultaneous deadlines
- Detail-oriented, able to take instruction, take initiative and work with minimal supervision
- Professional demeanor, outgoing and friendly personality
- Ability to multitask and exhibit consistent follow-through
- Excellent written and oral communication skills
- Must be able to work some evenings and weekends
- Solid working knowledge of Microsoft programs
- Knowledge of Database Programs an asset
- A minimum of two years experience in philanthropy and fundraising
- A passion for the performing arts and the desire to be part of a vibrant Canadian contemporary theatre company

TERMS OF EMPLOYMENT:

- Permanent full-time position
- Competitive salary
- Excellent benefits package

APPLICATION:

We thank all applicants in advance, but only those selected for an interview will be contacted.

Apply in confidence with a Letter of Interest and CV by mail, fax or email to Tenny Nigoghossian. Please state "Special Projects Officer" in the subject line.

Tenny Nigoghossian
Executive Director of Advancement
The Canadian Stage Company
26 Berkeley Street
Toronto, ON M5A 2W3
PH 416-367-8243 ext. 246
FAX 416-367-1768
tnigoghossian@canstage.com