

Aboriginal Friendship Centre of Calgary

https://www.afccalgary.org/job/executive-producer___trashed/

Executive Producer

Description

Calgary Pride is seeking a motivated and dynamic individual to step into this newly created, paid position for the organization, as Executive Producer. Reporting to the Board of Directors, the Executive Producer is primarily responsible for all the logistical requirements, production elements, and infrastructure associated with annual events and programming on behalf of Calgary Pride, and works collaboratively with the Executive Director on other crucial administrative, IT, and brand management aspects for Calgary Pride throughout the year.

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Responsibilities

Ensure all major logistical requirements, production elements, and infrastructure is in place for Calgary's Pride's annual events and programs, including critical paths, production schedules, and show flows, risk management, accessibility, and environmental plans.

Liaising with the City of Calgary Departments and agencies to ensure all necessary documents, permits, licensing and inspections are acquired, in compliance, completed and in place in alignment with all timelines, including road closures, building permits, and site electrical.

Specific focus will be given to managing and executing logistical elements of the Parade, in collaboration with the Board of Directors with committees, including application management, float/participant staging plans and community notification plans.

Specific focus will be given to managing and executing logistical elements for Pride in the Park, in collaboration with the Board of Directors and committees, including site plan development (CAD drafting), contractor and market vendor booking/coordination.

Logistical support for liquor service including sales workflows, product selection, ordering, delivery and returns coordination.

Logistical support of equipment including POS, cash handling, refrigeration, service, etc.

Logistical support of entertainment stages including show flow development, artist transportation, technical rider advancement, audio/visual coordination, scenic/staging development (Drapery backdrops, etc.)

Qualifications

Please clearly demonstrate in your application how you meet the following qualifications:

- A post-secondary degree in Management, Business Administration. Equivalent experience and education will be considered.
- Event management certification and experience considered an asset.

Employment Type

External

Job Location

Calgary

Date posted

March 19, 2019

Valid through

March 29, 2019

- At minimum, 5 years experience in non-profit management, arts and culture management, festival and event management, project management or fund development.
- Strong interpersonal skills.
- Flexible schedule and ability to set hours as needed, and availability to spend time attending community events.
- Possess a passion for the community, and demonstrates an understanding of current challenges and opportunities faced by gender and sexually diverse communities.
- Excellent oral and written communication skills.

Contacts

Application Deadline – Friday March 29, 11:59pm MST

Please submit your cover letter and resume to **apply@calgarypride.ca** While we appreciate all applications received, only those selected for an interview will be contacted.

[Opportunities](#)