

Executive Producer – Calgary Pride

Title: Executive Producer

Type: Full time, 1 year contract

Reporting to: Board of Directors

Location: Calgary, AB

Calgary Pride has been serving Calgary since 1990 and remains a vital part of the local gender and sexually diverse community, positioning Calgary as an LGBTQ2SA destination for both national and international visitors. Calgary Pride is a not-for-profit organization that exists to promote equality and celebrate Calgary's diversity. Currently, Calgary Pride's strategic plan is focused on increasing community involvement, growing the signature annual Calgary Pride Festival, and increasing financial stability.

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.

Responsibilities:

Ensure all major logistical requirements, production elements, and infrastructure are 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 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 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.)

Administrative, IT, and Image Responsibilities for Calgary Pride include:

Administrative support with meeting scheduling & minute taking, venue booking/coordination, Alberta Societies Registration>Returns, onboarding Board members, bylaw amendment, contract development and contract alignment.

IT support with system administration, user provisioning, training, technical support, system implementation / integration / automation, security monitoring, data management.

Image support through graphic design of marketing materials, event collateral, advertising, wayfinding signage, festival guide book, social media content, document design, annual report, merchandising, brand oversight, management & development for new programming initiatives.

Web support with primary website management and ongoing development, system integration & automation, secondary event/website development, security monitoring.

Asset management controls over photo library, video library, partner logo library, & digital asset library.

Other Responsibilities for the Calgary Pride Festival include:

- Develop and produce materials and reports for a variety of internal and external stakeholders, including regular board reports.
- Assist with developing and refining organizational policies and procedures for Calgary Pride.
- Work with the Finance Committee and the Board of Directors to complete day-to-day bookkeeping and financial processes as well as prepare an annual budget.
- Work collaboratively with the Board of Directors, committee members, and volunteers.
- Demonstrate a willingness to be flexible as strategic and values aligned opportunities present themselves.

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.
- 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.

Total compensation commensurate with experience, including benefits and professional development opportunities.

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.

Calgary Pride is an equal opportunity employer, is strongly committed to diversity, equity, and inclusion, and encourages applications from gender and sexually diverse candidates, racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, and others who may contribute to organizational diversification of ideas.

Terms of employment: The Executive Producer position will be on a contract basis for one year, at an average of 35 hours/week, and will be allowed some flexibility in work schedule, in consultation with the Board of Directors. In addition, the workload will be variable due to Calgary Pride programming and special initiatives. The Executive Producer is expected to manage their time accordingly and take overtime hours as time in lieu at the earliest available opportunity.

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