

Interim Corporate Partnerships Coordinator

Contract position: September 2015 - January 2016

Alberta Theatre Projects Vision: A world where minds and hearts are opened through the life-changing experience of theatre.

Alberta Theatre Projects Mission: We create community by producing relevant, high quality contemporary theatre; by playing a national leadership role in the development and creation of new Canadian plays; and by bringing audience and artists together in an exchange around the work.

For more information about ATP: <http://atplive.com/who-we-are>

Job Description:

Alberta Theatre Projects is seeking a professional with a passion for the performing arts to steward and develop corporate sponsorship and philanthropic giving. The Corporate Partnership Coordinator will report to the Executive Director and work with ATP's Development Team during this six month contract.

Responsibilities:

- Coordination and execution of sponsor deliverables
- Planning and executing corporate stewardship events, including during the Family Holiday Show
- Assist with prospecting, cultivation and solicitation of corporate and foundation partnerships
- Develop and manage the in-kind sponsor, foundation and corporate donor portfolios
- Overall database management, records keeping, reporting and filing
- Assist with donor events when needed
- Some evening and weekend hours
- Other duties as required

Experience and Essential Skills

- 1-2 years' experience in client relations and/or sales
- Strong organizational, interpersonal and project management skills
- Strong initiative, self-starter, ability to work with little supervision
- Excellent communications skills, both written and verbal
- Strategic, action orientated and thrives in a fast-paced, dynamic team environment
- Strong computer skills: Microsoft Office, Wordfly, html, Adobe creative suite and Tessitura an asset
- Passion and knowledge of theatre and the arts an asset
- Related post-secondary degree, preferably in theatre and/or business

At Alberta Theatre Projects we are committed to a diverse workforce and a respectful work environment. We are focused on attracting and retaining the best talent by encouraging applications from all qualified individuals from all backgrounds. Please email your resume and cover letter by August 24, 2015 to Sharon Karst, Director of



Finance and Administration at skarst@atplive.com. Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls please.