



Job Posting: Production Coordinator, City of Song

City of Song is a year-long celebration of music marking Winnipeg's 150th anniversary produced by the **Winnipeg Arts Council**. We are currently seeking an individual to provide production coordination services for the project. Reporting to the Program & Arts Development Manager, the Production Coordinator works collaboratively in the areas of production, marketing and administration, with a focus on the areas listed below:

Production:

Working with project partners to develop and implement WAC-driven public programs including large-scale outdoor public performances as well as film and concert series. Other duties will include site coordination and permissions, recruiting and coordinating technical support, as well as other tasks which will be determined as events take shape throughout the project.

Marketing:

The Production Coordinator will be responsible for marketing and promotion of the City of Song identity for the year as well as for individual projects, maintaining the City of Song website, developing and posting social media content, writing media releases and responding to media inquiries, and documentation of all events and programs.

Administration:

Maintaining relationships with project partners to ensure events meet the terms of the partnership agreements, collecting and maintaining records of participation for all events, assisting in the development of budgets and ensuring proper record-keeping. The Production Coordinator will provide a narrative report at the conclusion of the project.

This is a part-time contract position which will require flexible hours depending on the flow of events. This position will average 20 hours of work per week for a ten-month term. Qualities which will support success in the position include extensive experience in events creation and management, familiarity with Winnipeg arts organizations, exceptional communications skills, and a history of skillful financial management. The Production Coordinator should appreciate the City of Song concept and objectives, with a determination to make this celebration a success in every way.

We believe that inclusivity requires a socially and culturally diverse workforce and therefore actively seek to recruit candidates who identify as First Nations, Métis, Inuit, Black, or racialized, persons from the 2SLGBTQ2+ community, and persons with disabilities. Applications are received with thanks, however only those shortlisted for interviews will be contacted.

Deadline for applications: May 15, 2024

Please address a letter of application and resume to dom@winnipegarts.ca or mail/deliver to:

Dominic Lloyd
Program & Arts Development Manager
103-110 Princess Street
Winnipeg, MB R3B 1K7



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