

## **EVENTS COORDINATOR**

### **The Organization:**

The Musical Stage Company is the largest and leading charitable musical theatre company in Canada. Established in 2004 as Acting Up Stage Company, we strive to make Canada a leader in musical theatre. We are inspired by music's unique ability to viscerally affect people and are committed to cultivating experiences – onstage and off – that transform lives, build empathy and create community through musical theatre.

We incubate new Canadian musicals from development to production, investing in Canadian musical theatre writers and building national and international partnerships. Our musical productions – including award-winning contemporary musicals, world premieres and concerts – are seen live by 30,000 people over the 80+ nights that we are onstage annually in venues both traditional and surprising. To date, our work has been recognized with 135 Dora Award nominations, 28 Dora Awards and 23 Toronto Theatre Critics' Awards.

### **The Opportunity:**

The Musical Stage Company is looking to hire a friendly, organized and resourceful Events Coordinator who is excited to contribute to our annual UNCOVERED concert series. This 3 month contract position combines detailed resourcefulness, liaising with corporate clients and large groups, on the ground event coordination and execution, and creative problem solving skills to support the organization's Development activities.

The primary focus of the opportunity will be directed client care, liaising and coordinating with suppliers and venue, and organizing single-evening events for large groups which include catering, live performance, coordinating with ticketing and ensuring timely reconciliation of invoicing for a seamless hosting experience for the client, the company and the venue.

The successful candidate will have interests that lie in the cross section of event planning, client care and sponsor relations. They will be creative problem solvers with meticulous organization skills, a sense of urgency and will be keen to learn and support client hosting, philanthropic relationship-building and event planning.

### **Start Date:**

September 8, 2025 (with some flexibility) thru November 29, 2025

### **Working Conditions:**

This position will work digitally from home, from our office at 401 Richmond St W, as well as on the ground at Koerner Hall for UNCOVERED.

Evening and weekend work will be required in person during production week- November 11-13, 2025.

### **Compensation:**

\$4,000

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### Responsibilities:

The Events Coordinator will be responsible for:

- Assist in the planning and execution of all pre-show events, which may include liaising between Musical Stage Company corporate clients and the Koerner Hall staff as well as any third party vendors, under the guidance of the Director of Development
- Work closely with the Senior Fundraising & Audience Development Associate to ensure accurate ticket booking and seating requirements as stated by hosted groups;
- Liaise with Koerner Hall to ensure that proper billing for events is acquired in a timely manner and reconcile all pre-show events with clients following the concert.
- Attend all performances of UNCOVERED: Madonna and Cher (November 11-13, 2025) and ensure the smooth execution of all client events.
- Other duties as required

### Additional Details:

- Flexible, self-directed schedule with responsibility increasing around event dates. Required one day per week in office, and for key dates:
  - BI-WEEKLY MARKETING MEETINGS: Tuesdays, September- November 2025
  - WEEKLY STAFF MEETINGS: Thursdays beginning September 11
  - WEEKLY CHECK-IN- Tuesdays beginning September 9
  - UNCOVERED & PRE-SHOW EVENTS: November 11 – 13, 2025, 4pm-9pm

### Qualifications:

The successful candidate will have:

- Minimum 3 years of professional experience in Event Planning, producing, customer and client care services. Experience with philanthropic events is an asset.
- Having a G license / access to a vehicle is not necessary for this role, but is considered an asset.
- Excellent organizational skills, attention to detail, and clear digital and in-person communication skills.
- The ability to problem solve, think outside the box, work with a wide variety of personality types, and see multiple perspectives.
- The ability to process large volumes of information and tight timelines in a fast-paced environment.
- The ability to multi-task and coordinate multiple simultaneous projects as well as respond to quickly changing priorities.
- The ability to thrive working both independently and as a strong team-player with a “can do” attitude and willingness to be flexible and pitch-in where needed.
- Personal qualities of integrity, empathy, credibility, sound judgment, and a keen interest in The Musical Stage Company’s mission.
- Dedication to the principles of inclusion, diversity, equity, and access.
- A philosophy of taking oneself lightly while taking work seriously - likes to have fun!

### Application Timeline:

Applications Deadline: July 15, 2025

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### How to Apply:

Please email applications to [jobs@musicalstagecompany.com](mailto:jobs@musicalstagecompany.com) and include your name and the position title in the subject line (e.g. "First Name Last Name - Events Coordinator").

Applications must be submitted as a single pdf attachment including a letter of interest and CV (no more than 4 pages). Incomplete applications will not be considered. Please, no phone calls.

Letters of interest should include the following:

Why you want to work with The Musical Stage Company;

Relevant anecdotal experience that demonstrates your ability to perform this job and the skills required.

The Musical Stage Company advocates equal opportunity for all employees and applicants for employment and is committed to diversity in the workplace. We are actively seeking submissions from candidates of all backgrounds, abilities, and ethnicities as we are committed to diversity, equity, and inclusion within this selection process. We especially encourage folks who identify as Women, gender minorities, Black, Indigenous, People of the Global Majority, 2SLGBTQIA+, d/Deaf, Mad, Disabled/People with Disabilities, and/or Neurodivergent to submit.

The Musical Stage Company sincerely thanks all applicants for their interest in this position, however only those invited for an interview will be contacted.