

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 140 Dora Award nominations, 30 Dora Awards and 26 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 liaises with corporate clients and large groups, coordinates and executes pre-show and intermission events, and supports the organization's Development activities around the UNCOVERED concert.

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, 2026 (with some flexibility) through November 29, 2026
200 hours of work (average of 16 hours per week)

Working Conditions:

This position will include hybrid 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 10-12, 2026).

Compensation:

\$4,000

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Responsibilities:

The Events Coordinator will be responsible for:

- Assisting in the planning and execution of all pre-show events, which may include liaising between The 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
- Working closely with the Senior Fundraising & Audience Development Officer to ensure accurate ticket booking and seating requirements as stated by hosted groups;
- Liaising with Koerner Hall to ensure that proper billing for events is acquired in a timely manner and reconciling all pre-show events with clients following the concert.
- Attending all performances of UNCOVERED: Madonna and Cher (November 10-12, 2026) and ensuring 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:
- WEEKLY STAFF MEETINGS - Tuesdays 10am-12pm beginning September 8
- BI-WEEKLY MARKETING/DEVO MEETINGS: Tuesdays 2-3pm, September- November 2026
- WEEKLY CHECK-IN MEETINGS: TBC beginning September 10
- UNCOVERED & PRE-SHOW EVENTS: November 10-12, 2026, 4pm-10pm

Qualifications:

The successful candidate will:

- Have a minimum 2 years of professional experience in event planning, producing, customer and/or client care services. Experience with philanthropic events is an asset.
- Have excellent organizational skills, attention to detail, and experience working on strict timelines for multiple projects.
- Be communicative and kind to clients, co-workers, and rental contacts via phone, email, video call, and in-person.
- Have experience problem solving in an event context.
- The ability to thrive working both independently and as a strong team-player with a willingness to be flexible and pitch-in where needed.
- Personal qualities of integrity and empathy, with a keen interest in The Musical Stage Company's mission.
- Dedication to the principles of inclusion, diversity, equity, and access.
- Having a G license / access to a vehicle is not necessary for this role, but is considered an asset.

Application Timeline:

Applications Deadline: July 6, 2026

Interviews begin: Jul 13, 2026

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How to Apply:

Please email applications to 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.

If you require an accommodation to complete your application, or if you have any questions/concerns about the application process, please email jobs@musicalstagecompany.com.

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