

Job Posting – Operations Coordinator

The Organization

The Town of Midland, home of the Midland Cultural Centre (MCC), is situated on the beautiful shores of Georgian Bay at the gateway to the 30,000 islands. Located in the downtown core, the MCC is a focal point for many of the cultural activities in North Simcoe and welcomes visitors to various performances, concerts, exhibitions and events, drawing local and provincial audiences. The completely accessible state-of-the-art facility features Rotary Hall, a 274-seat multi-purpose space, and an Indigenous Art Gallery. The MCC is also home to Quest Art School + Gallery with exhibition and classroom space, and Huronia Players Community Theatre Group, with a 121-seat theatre .

The Opportunity

The Midland Cultural Centre seeks a qualified Operations Coordinator to provide daily operational oversight for the MCC, ensuring all events and activities taking place are well planned for and executed efficiently and effectively. This is a versatile and hands-on role, responsible for collaborating and engaging with guests, patrons, volunteers, staff, rental clients, artists and performers, artist representatives, local businesses and organizations and other members of the community daily.

Qualifications

- Excellent interpersonal skills (public speaking, writing, virtual, phone, in-person).
- Excellent organization, time management and project management skills as well as attention to detail.
- Ability to work in a fast-paced, self-supervisory, multi-task environment requiring flexibility and adaptability to meet deadlines and targets.
- Awareness and sensitivity to the various cultures represented in North Simcoe along with a commitment to inclusivity, equality, diversity, and accessibility.
- Passion for engaging with the local community through arts and culture.
- Ability to collaborate with team members on a daily basis.
- Strong computer skills.
- Experience working with Microsoft Teams, Zoom, and Volunteer Database platforms is considered an asset.
- Experience in customer service is an asset.

- Degree or diploma in Communications, Arts Administration, Business Management is an asset.
- Availability to work flexible hours, including some evenings and weekends as required.
- Bilingual (English and French) is an asset.

Duties and Responsibilities

- Provide daily operational oversight for the MCC, effectively ensuring that all activities taking place at the MCC are well-planned for.
- Responsible for logistical planning for each event, including contract review and negotiation, scheduling of staff and volunteers, managing inventory and event-specific supplies or equipment as needed, bar services, security, and working with the Finance Coordinator to manage invoicing, solicitation of payment and issuing post-event payouts to performers.
- Planning and executing recruitment and screening processes for volunteers, part-time staff, and student placements, including creation and implementation of policies and training procedures relevant to each role.
- Manage day-to-day relationships with partners within the facility: Quest Art School + Gallery, Huronia Players Theatre, and Café Roxy. Coordinate partnered events and use of shared space as needed.
- Coordinate with team members to ensure the best outcome for all events and activities.
- Coordinating and scheduling all volunteer (Ambassador) tasks and activities including recruitment and retention.
- Be one of the 'faces of the MCC' in our community, and to artists, audiences, and visitors, representing the MCC and its programming, activities, management, volunteers, and Board of Directors in the most positive way always.
- Be of assistance and work with the Technical Services Coordinator with regards to building maintenance issues, HVAC and in general the requirements in running the facility.
- Provide direction, oversight, and knowledge of contracts, events, logistics, A/V, artist hospitality etc. working with the Executive Director, A/V techs, artist representatives, artists, and rental companies when required.
- Coordinating purchase and inventory management of alcohol, soft drinks, and other concession items as required.
- Ensuring that artists' hospitality requests are satisfied by delegating or managing others as required.
- Develop a good working knowledge of the financial and contractual aspects of the MCC's business model, as well as adapting as the business model evolves.
- Working with the Executive Director to control costs through negotiations with artists and their representatives, in terms of riders, hospitality and technical.
- Other duties as needed.

Working Conditions:

- Normal work week is 35 hours, with the requirement to work evenings and weekends as needed.

Salary: \$42,000

Applications:

Please submit a current resume and cover letter via email by to dan@midlandculturalcentre.com

Application Deadline: Monday, January 27, 2025

Job Types: Full-time, Permanent

Acknowledgements:

The Midland Cultural Centre is an equal opportunity employer, valuing diversity in the workplace. We are committed to fostering an inclusive, accessible environment where all employees, volunteers and members of the community feel valued, respected, supported and welcomed. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

The Midland Cultural Centre is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in the compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

The Midland Cultural Centre acknowledges that the land on which we gather is located on the traditional territory of the Anishinaabe, Ojibway/Chippewa and Potawatomi peoples, and is the ancestral home of the Huron-Wendat Nation.