



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Stewardship Coordinator

The Fund Development Department is seeking an enthusiastic, detail-oriented, and energetic individual to take on the full-time role of Stewardship Coordinator.

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 650 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages, over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighborhood.

Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.

- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

JOB SUMMARY

The Stewardship Coordinator will be responsible for supporting planning and execution of fundraising events and supporting the Sponsorship, Individual Giving and Major Gifts teams. This position supports fundraising, sponsorship, and stewardship events, and is key to ensuring a high-quality experience for donors, partners, and guests.

This position reports directly to the Manager of Sponsorship & Events but will work closely with the entire Fund Development Team.

DUTIES AND RESPONSIBILITIES

Working close with the Manager of Sponsorship & Events:

- Fundraising Events
 - Support the planning and execution of major fundraising initiatives, including:
 - Signature Dinners (approximately 3 annually)
 - Legacy Spirits Series (approximately 2 annually)
 - Three annual raffles, including logistics, promotion, and reporting
- Sponsorship Events
 - Assist in organizing and executing corporate hosting and sponsorship-related events
 - Collaborate with sponsors and internal stakeholders to ensure brand alignment and event success
- Stewardship Events
 - Coordinate and support donor stewardship initiatives, including:
 - Artistic Director's Circle opening night receptions (approximately 4 annually)
 - Donor Appreciation Event (approximately 1 annually)
 - Other benefit fulfillment activities and events for donors
- Other duties:
 - Communications – writing and designing compelling emails, event invitations, and other marketing materials to effectively engage target audiences
 - Work with internal departments (e.g., Marketing, Box Office, Artistic, Production) to align event needs and resources
 - Liaise with in-kind and vendor partners, ensuring timely and cost-effective support
 - Coordinate development event volunteers, including scheduling, training, and supervision
 - Maintain detailed event documentation, timelines, and post-event reports
 - Provide excellent customer service and hospitality to donors, sponsors, and guests
 - Attend events during evenings and weekends as required

SKILLS AND COMPETENCIES

- 1–3 years of experience in event planning, fundraising, or nonprofit development (preferred)
- Strong organizational and time-management skills
- Excellent written and verbal communication abilities
- Excellent computer skills including experience working with Canva or other design programs would be an asset
- Ability to work evenings and weekends as needed
- Experience working with volunteers and/or sponsors is an asset
- Comfortable managing multiple projects and shifting priorities
- A valid driver's license is an asset

QUALIFICATIONS

- Post-secondary degree in general arts or business, or equivalent experience.

BENEFITS

- Employee Benefit Plan: Extended Health Care, Dental Care, Life, AD&D & LTD Insurance.
- Vacation time starting with 15 days per year.
- 5 paid sick days off per calendar year.
- 5 additional paid personal days per calendar year, prorated in first calendar year for portion of year worked.
- In addition to statutory holidays, the Arts Club is closed on Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals.
- Invitation to first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

ADDITIONAL DETAILS

Employment Type: Full-time* (Monday-Friday 9:00 am -5:00 pm)

Salary: \$45,000 – \$47,000 per annum (depending on experience and skills)

*Some evenings/weekends required. There is an opportunity to work from home up to 2 days/week if conducive with work activities.

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com with the subject: Stewardship Coordinator – Arts Club Theatre Company.

Application Deadline: June 13, 2025

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".