

MULGRAVE ROAD THEATRE

CENTRE FOR THE ARTS



Operations Coordinator

Mulgrave Road Theatre is searching for a knowledgeable Operations Coordinator who will take a lead role in preparing the theatre for the opening of a new zero-carbon Centre for the Arts, while developing an operational structure for the successful running of the venue.

Reporting to the Artistic Director and Administrator the Operations Coordinator will develop and implement a comprehensive policy manual specifically tailored for the new Centre for the Arts. This manual will establish clear guidelines and procedural frameworks, essential for effective leadership, decision-making, and ensuring the long-term success of the organization within the context of the new cultural facility. The Operations Coordinator will bolster and formalize partnerships with other organizations, secure additional revenue streams and communicate ongoing progress to the general public.

Key Responsibilities:

- Develop a comprehensive operational plan aligned with MRT's mission, for the successful launch and sustainability of the Centre for the Arts.
- Develop and implement a manual of policies and procedures for the Centre for the Arts.
- Coordinate the update of MRT's Board of Directors Policy Manual.
- Establish operating protocols for venue rentals, box office sales, and other administrative functions.
- Coordinate and manage venue schedules.
- Collaborate with external organizations, to establish partnerships and protocols that enhance the operational and programmatic success of the Centre.
- Manage Front-of-House.
- Develop and execute a funds development strategy in collaboration with senior staff.
- Develop strategic initiatives for creating earned revenue.
- Update and oversee donor data.
- Design and implement a communications plan on the progress of the Centre.

A qualification in one or more of the following areas would be beneficial:

- Theatre Management
- Arts Administration
- Marketing
- Public Relations
- Events Management
- Communications
- Performing Arts

Salary and length of term: \$50,000 per year for two years.
35 hours per week.

Two weeks of vacation, annually.

Access to a reliable vehicle is recommended.

The successful candidate will be required to provide an up-to-date Vulnerable Sector Check.

A 3-month probation period will be in effect.

Please send resumé, letter of interest and two references to Emmy Alcorn, Artistic Director:

hr@mulgraveroad.ca

Specify Operations Coordinator in the subject line.

Deadline to submit: **December 18, 2025** at 12:00 noon AST

Interviews will take place in January

Position to begin before February 15, 2026

About Mulgrave Road Theatre

Based in Guysborough, Nova Scotia, Mulgrave Road Theatre develops and produces professional works of theatre, and fosters artistic and cultural experiences for its community.

Activities include:

- Developing theatre works through commissions, residencies, and workshops.
- Producing original plays, as well as Atlantic Canadian premieres.
- Presenting other performing arts individuals and companies.
- Initiating and implementing creative community programming.

MRT is currently constructing a zero-carbon Centre for the Arts, slated for completion in early 2026, that will include:

- 2000SF blackbox theatre with retractable seating for 75
- Combined lobby / art gallery
- Workshop facilities and creative spaces
- Administrative offices
- Bar/kitchen facilities
- Dressing rooms and green room
- Gender-neutral public washrooms
- Rental spaces

Mulgrave Road Theatre is grateful to be located on the sacred land of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People, and we acknowledge them as the past, present, and future caretakers of this land.

Inclusion statement

Mulgrave Road Theatre does not discriminate based on a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability or genetic information. Mulgrave Road Theatre is committed to providing a workplace free from any type of harassment, violence and discrimination where all staff members, potential and invited artists, cultural workers, participants, members of the public and volunteers are treated with respect and dignity. MRT's full Discrimination, Harassment And Violence Policy is available on request.