

COORDINATOR, DEVELOPMENT AND PARTNERSHIP EVENTS

Ready to make your mark in the Arts?

Established in 1959, Canada's National Ballet School (NBS) is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.

Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.

Canada's National Ballet School is currently accepting applications for the **Full-Time, Contract** position of

COORDINATOR, DEVELOPMENT AND PARTNERSHIP EVENTS JULY 2019 – JULY 2020

The Coordinator, Development and Partnership Events reports to the Manager, Development and Partnership Events and will assist and support with the planning of NBS events, which include but is not limited to, the annual fundraising Gala, donor events and Sharing Dance Day celebrations.

Major Duties and Responsibilities:

- Organize and attend meetings with various internal departments, external committees and volunteers to support the event planning process, contribute to idea generation, record meeting minutes and follow up;
- Responsible for the organization of event supplies, researching suppliers and ordering materials;
- Prepare invitations, marketing materials and generate mailing lists;
- Continuously update event calendars/workbooks, critical paths and itineraries;
- Track guest lists and develop detailed event plans for distribution to attendees;
- Support the preparation and execution of all events;
- Coordinate volunteers and interns when applicable;
- Administrative responsibilities will include invoicing, budgeting and consolidating information in shared files.

Qualifications/Skills/Experience:

- 2+ yrs. exp. working in a fundraising environment, paired with a post-secondary degree in a related field;
- A strong understanding of fundraising and best practices is an asset;
- Strong oral and written communications skills;
- Highly flexible and organized with the ability to take on a variety of assigned duties and tasks;
- Demonstrated ability to work with a diverse group of stakeholders and volunteers;
- Significant working knowledge of MS Office (Word, Excel, PowerPoint) and a high attention to detail
- Fluency in French considered a very strong asset;
- Availability to travel and work occasional evenings and weekends is required.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be co-ordinated through NBS HR.

Qualified applicants should send resume, cover letter, and **salary expectations** to careers@nbs-enb.ca, and include "**Coordinator, Development and Partnership Events – 2019**" in the subject line by **May 26, 2019***.

*** Consideration of applications will begin immediately and continue until the position is filled.**

Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.
Please visit www.nbs-enb.ca for more information.

NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.