

New Dance Horizons (NDH) is a Regina-based not-for-profit organization that since 1986 has presented internationally acclaimed dance shows, produced original works, and organized activities that engage both the dance community and the general public.

NDH plays a distinctive and integral role in developing and strengthening the dance community in Saskatchewan. In addition to performance presentation, NDH offers courses, workshops and lectures with guest artists and community events. Thanks to the bold artistic vision and community engagement of acclaimed Canadian artist and co-founder Robin Poitras, NDH has become nationally recognized as a champion of creative dance. NDH offers adventurous and ever-changing dance encounters for everyone.

Currently, we are in search of a full-time, permanent, **Productions and Facility Coordinator** to join our team!

Roles and Responsibilities:

- Coordinate events in collaboration
- Organize production schedules and event preparation for staff and volunteers
- Coordinate front-of-house duties and box office ticket sales
- organize travel arrangements for performers
- making schedules, logs and other paperwork for post-production
- Discuss and develop ideas with the artistic director
- Support budgeting and bookkeeping procedures
- Programme lighting consoles and control platforms
- Attend technical rehearsals to ensure everything happens at the right time
- Manage relationships with vendors and service providers ensuring that all items are invoiced and paid on time
- Manage Studio Rentals
- Lay Down Marley Floor
- Maintain adequate parts inventory and order items as necessary
- Ensure compliance with all safety and security protocols
- Supervise and train facility employees and contractors as needed.
- General upkeep and maintenance of building
- Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments
- Provide technical support for both hardware and software issues our users encounter
- Manage the configuration and operation of client-based computer operating systems
- Monitor the system daily and respond immediately to security or usability concerns
- Create and verify backups of data
- Upgrade systems and processes as required for enhanced functionality and security issue resolution
- Administrate infrastructure, including firewalls, databases, malware protection software and other processes
- Review application logs
- Install and test computer-related equipment

Requirements:

- University degree preferred
- Minimum of two (2) years of experience in production, light design, and/or system administration.
- Advanced knowledge with Microsoft Suite.
- Advanced knowledge in programing Light Boards (ETC Smart fade 1248, ETC Color Source, or any other comparable light boards).
- Able to multitask and work under pressure.

- Ability to work independently with initiative and meet all deadlines.
- Must be a Canadian Resident.
- Ability to work a flexible schedule, including weekends and holidays.
- Familiarity with Computer Assisted Design Software (CAD)

WHY NEW DANCE HORIZONS?

At New Dance Horizons, health and wellness are paramount concepts for our organization. This is why we supply all our permanent employees with a medical, dental, life and disability program. Our benefits include:

- Health and dental coverage for our employees and their families
- Group Life Insurance, Short Term and Long Term Disability
- Free classes and Performances

You will be eligible for [number] days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

If you are a passionate person looking for a challenging opportunity and rewarding career...look no further! We are always looking to add talented individuals to our team.

HOW TO APPLY:

Please include a cover letter with your resume and include the title Marketing and Community Relations Coordinator in the subject line of your email.

Email: [**careers@newdancehorizons.ca**](mailto:careers@newdancehorizons.ca)

Please note that only those selected for an interview will be contacted. The successful candidate must submit a satisfactory Criminal Record Check prior to employment. New Dance Horizons is committed to maintaining an inclusive culture and building a diverse workforce. We welcome applications from all qualified candidates.