



Call for Applications: Two Part-Time Booking Coordinator Positions *OR* One Full-Time

THE ORGANIZATION

Concrete Theatre is an award-winning professional theatre company committed to creating, developing and producing artistically excellent Theatre for Young Audiences. We create work that is culturally diverse and inclusive, and that explores issues relevant to the lives of young people and their families. Programs include full productions of plays that tour into schools, and interactive workshops ranging in length from 1 hour to a full week in schools. Our office is above The Playhouse rehearsal hall and beside The Treehouse boardroom, which we support the operations and maintenance of as affordable rental venues. Our office is stair access only, with handrails on both sides. Two manual doors at the front entry and another at the top of the stairs.

THE POSITION(s)

Concrete is interested in seeing the demand for part-time versus full-time work in our community. Apply for just one position for part-time work *or* for both positions to make a full-time job:

Bookings for Concrete Theatre

- 20 hours/week
- largely in-office
- within school hours
- reduced summer hours

Bookings for The Playhouse

- 15 hours/week
- Hybrid in-office/remote
- variable schedule
- year round

Wage is \$22.30/hour to meet the [Alberta Living Wage](#) most recent report from November 2025.

KEY RESPONSIBILITIES

Bookings for Concrete Theatre

Bookings & Marketing

- Make all sales and booking arrangements for Concrete programming including: sales solicitation, contracts and invoices with schools.
- Share the work of Concrete's social media accounts, as well as create updates to Concrete's website.
- Publish Concrete's newsletter 4-6 times each season (MailChimp).
- Maintain a database of over 1600 Alberta Schools to track communications and prepare mail-outs as needed (MS Access).
- Set up and run a booth at Teachers' Conventions.

Tour Coordination

- Prepare cost and time-efficient tour schedules in accordance with the terms of the Canadian Theatre Agreement, Concrete's policies and related contractors/artists' timetables.
- Ensure school staff are aware of production requirements and that the touring artists know the unique requirements of each school.

- Maintain tour files, season listings, website notices, payments and deposits, show reports, show statistics and client evaluations.
- Responsible for booking the touring van and arranging for its pick-up & return.
- Occasionally 'on call' for emergencies when the artistic company are on tour, especially for out-of-town bookings.

Administrative

- General office assistance including reception, answering telephones, and working knowledge of a photocopier.
- Provide assistance to management team for special events, meetings, fundraisers, volunteer and trade shows.
- Provide support for grant applications by writing/proofing content and gathering statistics.
- Advertise and schedule annual General Auditions. Assist in operations and managing auditionees for the audition day(s).

KEY RESPONSIBILITIES

Bookings for The Playhouse

Bookings

- Manage booking requests for the rehearsal hall and board room via email and phone calls.
- Maintain a schedule of bookings in a Google Calendar, including tentative holds and confirmations.
- Arrange access to technical equipment and vetting technicians as needed.
- Give potential renters venue tours and meet renters who need to pick up keys. Track that keys are returned in a timely manner.
- Issue quotes and contracts for all renters and track schedule changes.

Administrative

- Issue accurate invoices via Square and track payments.
- Identify and lead grant applications by writing and gathering statistics and testimonials.
- Manage The Playhouse's social media accounts.

Maintenance

- Contribute to monitoring the security system via mobile app.
- Maintain supplies such as cleaning products and bathroom paper goods.
- Clean the venues between bookings as needed, with a focus on evenings and weekends, collaborating with the office staff during business hours.

HOW TO APPLY

Apply by **October 5, 2026 by email** to Patrick Beagan, General Manager gm@concretetheatre.ca with your resume as a PDF attachment, and stating in the body of your email which position(s) you are interested in. Concrete welcomes folks who bring perspectives from various intersections to apply. You can read about our company's values at <https://www.concretetheatre.ca/what-we-believe/>