



## **ORGANIZATION DESCRIPTION**

Drayton Entertainment is a registered, not-for-profit charitable organization and one of Canada's most successful professional theatre companies. We present the finest in live theatre for all ages at seven unique venues across Ontario: the Drayton Festival Theatre in Drayton, Huron Country Playhouse (Mainstage and South Huron Stage) in Grand Bend, King's Wharf Theatre in Penetanguishene, St. Jacobs Country Playhouse and Hildebrand Schoolhouse Theatre in St. Jacobs, and the Hamilton Family Theatre Cambridge. We also operate a Youth Academy in Waterloo.

Drayton Entertainment is committed to inclusion and diversity in hiring, and encourages all qualified candidates to apply without regard to age, disability, ethno-cultural identity, sexual orientation, gender identity, or any other historically underrepresented and marginalized identities.

Drayton Entertainment is committed to providing all workers with a barrier free work environment free of discrimination and harassment. If reasonable accommodation is needed to participate in the employment selection process, please reach out directly to Natasha Hopf, Director of Human Resources, at [natasha@draytonentertainment.com](mailto:natasha@draytonentertainment.com) or 519-621-5511 ext.240 so that we may provide assistance.

## **COMMUNITY ENGAGEMENT SPECIALIST**

Reports to Development Manager, and Director of Marketing & Development

Function A positive, social, and enthusiastic individual with demonstrated experience in outreach and engagement, the Community Engagement Specialist will maintain meaningful relationships with the theatre's existing stakeholders while simultaneously nurturing new opportunities with a variety of publics across the province. This vital work is an investment in our organization's future, and contributes to our long-term sustainability.

### **Duties and Responsibilities** include:

- Forge meaningful and mutually beneficial partnerships with local businesses, to support the marketing of our live theatre offerings to existing and developing audiences.
- Communicate with targeted audiences on a diverse range of special events, fundraisers, and raffles to engage first-time donors and supporters, and secure the continued patronage of the theatre's most ardent supporters.
- Provide key administrative support to Drayton Entertainment's robust Membership program, ensuring communications, donation acknowledgements, and associated donor benefits per giving level are fulfilled.
- Serve as the primary liaison for Opening Night performances, which celebrate the importance of the arts in each community in which Drayton Entertainment operates.
- Maintain connections with Drayton Entertainment's extensive network of corporate sponsors throughout the province to administer deliverables and provide value-added benefits, while researching prospects that organically align with theatre programming and/or serve to complement the audience/visitor experience.

- Utilize a combination of networking, outreach, and relationship-building tactics to establish rapport with a variety of businesses, organizations, service clubs, social service agencies, and community-minded individuals to serve the current and future needs of Drayton Entertainment.
- Explore avenues to promote Drayton Entertainment in immediate and adjacent communities, including community events, festivals, holidays, trade shows, etc., and lead the theatre's support and involvement.
- Amplify Drayton Entertainment's ongoing commitment to, and work in, the area of equity, diversity and inclusion by creating and implementing audience development ideas that welcome and support historically underrepresented and marginalized identities to our theatres.

### **REQUIRED SKILLS & QUALIFICATIONS**

- Enthusiasm for live theatre and the arts, with a proven track record for working with a variety of internal and external stakeholders.
- Lively, engaging and dynamic personality, with superior communication and interpersonal skills.
- Excellent writing skills, along with strong editing skills and astute attention to detail.
- Previous sales experience an asset.
- College or University Bachelor of Arts degree, or live theatre / other artistic discipline industry experience, sales experience, or other relevant experience that speaks to community engagement.
- Ability to work effectively and collaboratively in a fast-paced, collaborative team environment.

**TERM:** Full-time; Immediate Start.

*This position is based in-person and on site at Drayton Entertainment's Head Office at 46 Grand Ave. S., Cambridge.*

*Due to the nature of the live theatre industry, some evening and weekend work will be required.*

*Individuals required to work onsite must provide proof of COVID-19 vaccination in accordance with Drayton Entertainment's COVID-19 Vaccination Policy. Accommodations may be requested due to medical exemption.*

### **HOW TO APPLY**

For consideration, interested candidates should respond with Cover Letter & CV by April 3, 2024 to:

Jonathan Randall

Director of Marketing & Development

Email: [jonathan@draytonentertainment.com](mailto:jonathan@draytonentertainment.com)

**\*Please reference the job title in your email subject line and cover letter**

We thank all applicants for their interest; however only those selected for an interview will be contacted.