

Professional Development and Training Coordinator Coordonnateur-ric(e) à la formation continue

Founded in 1965, the [Centre des auteurs dramatiques](#) (CEAD) is a centre for the support, promotion and dissemination of works by francophone playwrights, and now has more than 300 francophone members in Quebec and Canada. It occupies a unique position in terms of both the amount of opportunities it offers to authors as well as the quality and innovation it pursues.

Founded in 1963, [Playwrights' Workshop Montreal](#) (PWM) is a nationally-mandated play development centre devoted to the exploration of new work for theatre and performance. Advancing the practice of emerging and established English-language theater artists, as well as promoting and disseminating their work, is at the heart of its activities.

Since 2019, CEAD and PWM have worked in partnership, with the support of Compétence Culture, to pool their professional development resources. The Professional Development and Training Coordinator will be a mutualized employee of both partner organizations, however the employment contract will be held with CEAD and the employee will be governed by CEAD's policy on working conditions and staff conduct. The tenure of this position will be granted following a three-month probationary period, but will always be conditional on the renewal of the mutualization agreement between CEAD and PWM, and the Compétence Culture wage subsidy.

The responsibilities and duties of the Professional Development and Training Coordinator require that they are bilingual (French, English) and that they work mainly in-person in the CEAD or PWM offices, as well as in other locations where training activities may take place (this does not exclude the occasional flexibility to work from home).

RESPONSIBILITIES AND TASKS :

Your main tasks will be to support our two teams in managing annual budget envelopes and organizing training activities specific to each organization. As the Professional Development & Training Coordinator you will play an important role within the CEAD and PWM teams as a position dedicated to professional development of artists we serve. Training activities may take the form of dramaturgical collaborations or labs, workshops, co-development sessions for various creator roles, residencies, master classes, dramaturgical mentoring, and any other professional development activity for playwriting in French or English in Quebec. This is an essential role in the cultural training community, representing both organizations to Compétence Culture and a network of other Professional Development and Training Coordinators.

Your two main areas of responsibilities will be: 1) To contribute to the sound management of professional training funding envelopes, including budgeting and reporting. You will be responsible for maintaining positive and lasting working relationships with financial partners that support continuing education, such as Intervention-Compétence and Compétence Culture, and other colleagues in the Quebec continuing education network. The Professional Development & Training Coordinator will participate in consultation and training activities, held by Compétence Culture. 2) Ensure that funded professional development activities are carried out according to CEAD and PWM policies and procedures, and within the limits of budgets and criteria imposed by the various grant programs. Your main tasks will be administrative (contracts, registrations, payments, data entry, internal reports and accounting), and logistical (schedules, studio rental, planning). This position is a unique opportunity to develop your knowledge in the field of continuing education in culture and, more specifically, in theater.

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OFFER:

- Part-time position (7 hours per day, 28 hours per week), divided equally between PWM and CEAD
- Shared office with work computer at CEAD; laptop and shared workspace at PWM
- Standard office hours 9:00am-5:00pm with some flexibility to adjust on request
- 22 - 25 \$ per hour + benefits :
 - Four weeks paid summer vacation while CEAD office closes in July
 - Two weeks off during the holiday season, according to the CEAD schedule
 - Two additional hours of paid lunch per week on PWM days
 - Bank of 5 paid wellness days
 - Access to CEAD group insurance plan after 3 months

Requirements and desired skills :

- Degree in dramatic arts (production) or in management of cultural organizations OR two years experience in project coordination;
- Good knowledge of business softwares, including GSuite and MS Office Suite;
- Strong communication and writing skills in both French* and English;
- *This position requires regular communication with CEAD's francophone staff and artists, as well as government bodies that operate exclusively in French.
- Organizational skills, autonomy, initiative;
- Flexibility and comfort in adapting to changing priorities;
- Ability to work in a team and communicate with management, ability to work under pressure;
- Ability to anticipate needs;
- Knowledge of the Quebec cultural milieu and of Quebec and Canadian theatre (an asset).

HOW TO APPLY:

Submit your CV and cover letter relating to the Professional Development and Training Coordinator position by e-mail to: rh@cead.qc.ca. Application deadline is August 4, 11:59 pm. Only candidates selected for an interview will be contacted. Interviews will take place on August 14 - 16.

PWM and CEAD are committed to creating an environment where all individuals are treated with dignity and respect. We are continuously working to make all of our programs accessible and inclusive. We value diversity in our workforces and encourage applications from all qualified individuals. While recognizing that the identity of each person is fundamentally plural and multidimensional, we strongly encourage applications from people who are: Indigenous (First Nations, Métis, and Inuit), Black, POC, racialized (including recent immigrants), 2SLGBTQQIPAA+, neurodivergent, disabled, living with chronic illness and/or chronic pain.

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Responsibilities:

In support of the CEAD and PWM management teams, the Professional Development & Training Coordinator will perform the following:

Administrative tasks

- Prepare all documents and information required for funding application submission and reporting in accordance with the requirements of the Interventions-Compétences grant program.
- Attend meetings and information-sessions offered by Compétence Culture funding bodies to gather information and provide summaries with updates and deadlines to each organization;
- Support the administration and coordination of the programming funded by Compétence Culture, in the following ways:
 - Communicate with the selected playwrights, dramaturgs, actors (or agencies), and other artists for the administration and coordination of professional development activities;
 - Create and send contracts for signature and ensure receipt;
 - Follow-up on registration fees and receipts; Issue or follow-up on payment of invoices and artistic fees;
 - Monitor and record updates of programming and budgets using tracking tables; ensure filing of all documents required for reporting;
 - Enter administrative data according to tools specific to each organization (contact information, tax numbers, statistics);
 - Coordinate satisfaction surveys and feedback sessions from participants;
 - Ensure compliance with requirements of Interventions-Compétences and Competence Culture allocated envelopes at all times;
 - Research and follow up on funding opportunities through Interventions-Competence;
 - Managing registration of participants in public workshops or activities;
 - Perform all related administrative tasks.

Logistical tasks

- Communicate with the co-workers, trainers, and participants involved in planning the schedule and logistics for each training activity;
- Inform artists, trainers, and participants about CEAD and PWM policies and procedures; ensure adherence to prevention policies to ensure a safe space for artists taking part in the training;
- Communicate with Compétence Culture, l'Union des Artistes, PACT, and Canadian Actors Equity regarding contracts and reports;
- Work with the communications departments of CEAD and PWM to provide information about the training activities, and support in the creation of written outreach materials; personal outreach to appropriate artists for specific programs and residencies based on the requests of the management teams;
- Coordinate the travel and accommodations of trainers and participants, taking into account allocated budgets;
- Print texts and other documents required for training activities;
- Compile a list of all participants present or absent at each meeting and have required attendance sheets signed by trainers and participants;
- Ensure the best possible reception conditions on the training site and respond to the needs or requests of trainers and participants (access, beverages, temperature, materials, etc.).