



**JOB POSTING:  
HIGH PERFORMANCE RODEO  
PRODUCTION COORDINATOR**

The High Performance Rodeo is a curated festival that for nearly four decades has enlivened our city, and made Calgary a destination for arts and culture. Being part of the festival means that you are contributing to the value of lives through your artistic endeavours.

Reporting to the Production Manager and Producer, the Production Coordinator is a key member of the festival production team. This role works closely with the Production Manager and production team to ensure the smooth execution of events at offsite venues.

Duties included, but are not limited to:

- Act as primary liaison between artists and offsite venue teams and facilities, as assigned.
- Act as the primary communication hub between all stakeholders.
- Supervise all venue logistics required for each production (including but not limited to scheduling, equipment, staffing, vendor liaison, transportation etc.)
- Support artists with information, resources, and troubleshooting on site to ensure a smooth experience and safe production environment.
- Ensure compliance with venue policies, safety protocols, and event standards as set by the HPR and/or venue.
- Track and report venue updates, issues, and progress to the HPR team.
- Coordinate and be on site for load ins, show and strike.
- Maintain clear, timely communication between all stakeholders.
- Act as primary contact for FOH, ticketing services and all contractors and vendors at assigned venues.
- Maintain organized event documentation.
- Represent One Yellow Rabbit and the High Performance Rodeo in a friendly and highly professional manner when interacting with all stakeholders including venue staff, patrons, artists and the public.

Compensation: **\$3000**

Experience in live event production, production and/or stage management is a requirement.

The schedule for this position is flexible based on the needs of the individual productions and/or venues. Some in-person office hours for meetings and site visits will be required in advance of production dates. **This position is estimated at 100 hours.**

It is an expectation of all contractors that they be available for full-time festival hours, including evenings and weekends, during the period of **January 13th - February 1, 2026.**

Interested candidates should submit a resume, cover letter, and references to Nole Richardson, Production Manager at [pm@oyr.org](mailto:pm@oyr.org) by **November 2nd, 2025.**

One Yellow Rabbit is an equal opportunity employer and encourages applications from all qualified individuals. Please include "**HPR Production Coordinator**" in the subject line. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Please visit [www.oyr.org](http://www.oyr.org) to learn more about One Yellow Rabbit and the High Performance Rodeo.