



Production Coordinator (Hybrid)

Company: One Yellow Rabbit Theatre Association

Festival Focus: High Performance Rodeo

Location: Calgary, AB (Hybrid / One Yellow Rabbit Offices at Werklund Centre)

Position Start: October 2026

Contract Term: 3 months (hours will scale in accordance with Festival needs)

Compensation: \$4500

This position is estimated at 160 hours.

About One Yellow Rabbit

One Yellow Rabbit strengthens Calgary's cultural life by creating bold artistic experiences, inspiring curiosity and championing artists. For more than four decades, we've invited audiences to discover the unexpected, supported ambitious new work, and helped make Calgary a more creative and culturally adventurous city. Through the High Performance Rodeo, the High Performance Lab and other artistic initiatives, we continue to create opportunities for discovery, participation and belonging. Your support helps nurture artists, engage communities and shape Calgary's cultural future.

What is the High Performance Rodeo?

The High Performance Rodeo, curated by One Yellow Rabbit, is Calgary's annual invitation into cultural discovery. For three weeks each January, the festival transforms the city into a place where unexpected artistic encounters become part of winter life, inviting audiences to follow their curiosity beyond the familiar and discover performances, ideas and experiences they didn't know they were looking for.

Role Overview

One Yellow Rabbit is seeking an industry connected **Production Coordinator** to join our team for the annual High Performance Rodeo, Calgary's wildest winter festival of live performance. Reporting to the **Production Manager** this person is a key member of the festival production team. This role works closely with the Production Manager, Technical Director and entire production team, including venue staff, casual crew and vendors to ensure the smooth execution of events at offsite venues.

Key Responsibilities

- 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.

Work Environment

- **Variable Hours: Hours will vary depending on Festival needs.** While typical weeks follow a standard schedule, this position requires high flexibility, and 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 11th - February 7, 2027.**
- **Flexible hybrid / on-site:** This role operates in a hybrid work environment, combining in-office collaboration, on-site work and remote work flexibility.

Think you have what we need but your credentials don't perfectly line up? That's OK! We know that some job seekers miss opportunities if they think their qualifications don't fit. If you believe your skills and experience can make a difference here, we encourage you to apply!

Qualifications & Skills

- **Experience:** 1–3 years of Experience in live event production, production and/or stage management is a requirement.

Our Commitment to Equity, Diversity, and Inclusion

One Yellow Rabbit believes that a diverse, inclusive, and equitable workplace is one where all employees, artists, and volunteers feel valued and respected. We are committed to a non-discriminatory approach and provide equal opportunity for employment and advancement. We strongly encourage applications from individuals of all genders, backgrounds, sexual orientations, cultures, and abilities who reflect the vibrant diversity of the community we serve.

How to Apply

Please submit your resume, a brief cover letter to **Marcia Liber, Production Manager** at **pm@oyr.org**.

- **Email Subject Line:** Please use "**Application: Production Coordinator – [Your Name]**" as the subject of your email.
- **Application Deadline:** Monday, September 14, 2026
- **More Information:** Full job details can be found at oyr.org/about/employment