

TARYN CRAIG

tarynj.ca

QUALIFICATIONS SUMMARY

A professional administrator, researcher and project manager with over 13 years of in-depth work experience in non-profit, arts & cultural settings.

Bookkeeping & Budgeting: A certified bookkeeper providing bank reconciliation, accounts payable, accounts receivable, and budget management for on-going operations and individual projects.

Administration: Well-practiced, detailed and comprehensive organizational skills due to consistently working in fast-paced, non-profit environments

Interpersonal Communications: Excellent written and verbal communication skills proven in successfully coordinating events, managing large groups of diverse volunteers, writing numerous press releases and policy briefs

Volunteer Management: Proven success at managing large groups of volunteers (350+) in large-scale events and in year-round activities

Event & Festival Production: Extensive experience in special event and festival coordination having produced numerous community building & fundraising events and working/volunteering for over 10 different festival settings

Social and Intercultural Awareness: In-depth knowledge of systemic social issues through studies in Sociology which provides a critical lens to projects

Social Research Design & Statistical Analysis: Extensive experience in academic research including literature reviews, case studies, interview design and execution, survey design and distribution, intermediate statistical analysis, and reporting on findings

Technical and Software Skills:

Accounting

Quickbooks Online
Sage 50
Wave

CRM/Volunteer Management

Raiser's Edge
InitLive
BetterImpact
Volgistics

Office Tools

Google Business Suite
Mailchimp
Square POS
Slack
Asana
ClickUp

Statistics

Stata
SPSS

Ticketing

TheatreManager
Tessitura

EDUCATION

BOW VALLEY COLLEGE, Calgary, AB

Sept. 2022 – Mar. 2023

Bookkeeping Professional Certificate

Coursework: Sage50 Software, Quickbooks Software, Accounting Basics, Intermediate and Advanced

UNIVERSITY OF VICTORIA, Victoria, BC

Jan. 2017 – Dec. 2020

Bachelor of Arts – Sociology

Minor: Public Administration

Coursework & Research Topics: Socioeconomic inequality, Gender and Sexuality, Family and Relationships, Aging and Society, Decolonization, Social Research Methods & Design, Intermediate Statistics, Policy Process and Analysis, Management in Non-profit & Public Administration, Written Communications

MT. ROYAL UNIVERSITY, Calgary, AB

Sept. 2008 – Apr. 2010

Diploma in Theatre Arts – Acting

Coursework: Acting, Voice, Movement, Stage Fighting, Acting for Film, Playwriting, Theatre History

EXPERIENCE

TC CREATIVE MANAGEMENT, Calgary, AB

Feb. 2023 – Present

Owner - Freelance Bookkeeping and Operations Management

ROCKETHOUSE PRODUCTIONS, Calgary, AB

June 2022 – Present

Finance and Office Manager

CALGARY INTERNATIONAL FILM FESTIVAL, Calgary, AB

June 2022 – Present

Operations Specialist

SPRINGBOARD PERFORMANCE, Calgary, AB

Jan. 2022 – Jun. 2022

containR Art Park Coordinator

CALGARY INTERNATIONAL FILM FESTIVAL, Calgary, AB

Sept. 2021 – Oct. 2021

Venue Coordinator

PAQUIN ENTERTAINMENT, Calgary, AB

Feb. 2022 – Apr. 2022

Exhibit Manager – The Sistine Chapel

ANNERIN EXHIBITS, Calgary, AB Exhibit Manager – Beyond Van Gogh	Aug. 2021 – Dec. 2021
OAKLANDS COMMUNITY ASSOCIATION, Victoria, BC Research Assistant	Jan. 2020 – April 2020
UNIVERSITY OF VICTORIA FACULTY OF SOCIAL SCIENCES, Victoria, BC Communications & Event Assistant	Sept. 2018 – Dec. 2019
UNIVERSITY OF VICTORIA TICKET CENTRE, Victoria, BC Ticket Centre Agent	Sept. 2017 – Apr. 2020
PACIFIC OPERA VICTORIA, Victoria, BC Event Host	May 2017 – May 2019
VICTORIA SYMPHONY, Victoria, BC Symphony Splash Volunteer Coordinator	Apr. 2018 - Aug. 2018
GLOBALFEST'S 2017 HUMAN RIGHTS FORUM, Calgary, AB Program Coordinator	July 2017 - Aug. 2017
CALGARY OPERA, Calgary, AB Special Events & Volunteer Coordinator	Jan. 2014 - Jan. 2017
ALBERTA THEATRE PROJECTS, Calgary, AB Holiday Box Office Assistant	December 2016
ONE YELLOW RABBIT PERFORMANCE THEATRE, Calgary, AB Patron Services for the High Performance Rodeo	Jan. 2015 - June 2016
MAJOR MATT MASON THEATRE COLLECTIVE, Calgary, AB Collective Manager	Apr. 2012 – Jun. 2014
ROCKETHOUSE PRODUCTIONS, Calgary, AB Event Logistics Staff	Oct. 2014 – Dec. 2016
SWALLOW-A-BICYCLE THEATRE Calgary, AB Administrative and Project Coordinator	Nov. 2011 – Sept. 2013
CIBO RESTAURANT, Calgary, AB Manager	Feb. 2013 – Jun. 2014

RIGHTEOUS GELATO (*Formerly Fiasco Gelato*), Calgary, AB
Customer Experience Coordinator

Sept. 2011 – Sept. 2011

VOLUNTEER ACTIVITIES

NORTH COUNTRY FAIR, Driftpile, AB General Store	June 2022
EARTHBEET FARMS Sherwood Park, AB Community Farm Worker	June 2022 & 2022
RETAIL ACTION NETWORK, Victoria, BC Outreach & Events Team Member	May 2017 – Sept. 2019
VICTORIA FILM FESTIVAL, Victoria, BC VIP Lounge/Tillicum Theatre	Feb. 2018 & 2019
KOKSILAH MUSIC FESTIVAL, Cowichan Valley, BC Harm Reduction Team Member	Sept. 2018 & 2019
ASTRAL HARVEST MUSIC FESTIVAL, Driftpile, AB Harm Reduction Team Member	July 2017 & 2015
AIDS NETWORK OUTREACH & SUPPORT SOCIETY (ANKORS) Grasmere, BC Harm Reduction Team Member: Fozzy Fest	Sept. 2016