

Tahnia Getson, B.A.

SKILLS

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| <ul style="list-style-type: none">• Grant Reading, Writing, Reporting and Researching• Strong Interpersonal Skills• Team Management• Clear Oral and Written Communication• Student/Youth Engagement and Coordination• Strong Networking Skills• Strong Equity, Diversity and Inclusion practices | <ul style="list-style-type: none">• Workshop building, instruction and facilitation• Graphic Design and Marketing (print, digital, social media)• Proficient in the entire Adobe Creative Suite, Microsoft Office, Google Suite, Outlook, Facebook Ad Manager and Google Ads• Attentive Listening Skills• Strong Advocacy Skills |
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EXPERIENCE

Executive Director

12/2021 - Current

The Students' Association of Northwestern Polytechnic

Grande Prairie, Alberta

- Oversaw a complex staff team of three business branches, including scheduling, mentorship and leadership.
- Oversaw the company budget, and all financial documents.
- Provided mentorship to all student leaders, and students.
- Advocated for student needs at a local, provincial and national level.
- Implemented risk management documents, anti-racism training and diversity education.
- Implemented regular naloxone training for staff and student leaders.
- Oversaw policies, procedures and bylaw documents. Ensured that governance documents were kept and adhered to.
- Responsible for all strategic business planning for all three branches of the business.
- Responsible for management of statistics, tracking and donations to the student food bank.

Youth Engagement Coordinator

10/2020 - Current

Communities Building Youth Futures

Grande Prairie, Alberta

- Established and managed the initiative's branding and social media presence. Including a comprehensive style guide, swag designs and ongoing social media designs and content.
- Established and continue to manage the initiatives website, web content and branding.
- Speaking at engagement panels at a local and national level.
- Managed online communications including, but not limited to, email, zoom meetings, and a comprehensive and engaging discord server.
- Working with Youth (between the ages of 13-30) who self-identify as being a part of a marginalized community in Grande Prairie to identify systemic barriers.
- Working with Youth to build capacity on self-identified goals.
- Establishing, planning and facilitating programs that promote conversation about the community, build capacity and encourage engagement with peers and community members involved with the initiative.
- Assist in grant writing, research and reports back to funders and community partners.
- Working with community members and youth leaders to bridge the gap between communication regarding their needs.
- Recruiting youth and community members to inform them of the initiatives work and welcome them into various action teams, committees or youth led teams within the initiative.

Marketing Manager**07/2020 - Current****Grande Prairie Live Theatre****Grande Prairie, Alberta**

- Manage all media platforms associated with the Grande Prairie Live Theatre, including Instagram, Facebook and a redesign of their website.
- Create all design content for the upcoming season and adapt it appropriately for social media, print media, digital media and billboard usage.
- Take all headshots and rehearsal photos of the production teams for the purposes of marketing and archival footage.
- Create all copy for print media and social media.
- Manage and proof all copy for sponsorships, artist biographies, company messages and public statements regarding ongoing events.
- Represent the company in a positive and community-engaged affect within the community and at all events and/or open meetings.

Lead Instructor**05/2011 - current****Grande Prairie Live Theatre****Grande Prairie, Alberta**

- Managed a senior staff team and junior staff team.
- Sought out sponsorships and community involvement in the program.
- Worked with staff teams to establish learning goals and plans to work towards achievement.
- Managed all marketing plans for the program including but not limited to: Logo creation, social media presence, design, print media, commercials, photography, presentations, and all community engagement opportunities
- Designed and distributed all print media and social media content
- Created an inclusive space for youth to explore their identities within an arts lens
- Worked in a collaborative environment with ages 6 - 18
- Established and taught curriculum.
- Set and communicated ground rules for the classroom based on respect and personal responsibility.
- Built rapport with students and parents to create a safe and inclusive space.
- Managed all email communications regarding scheduling, expectations and any changes regarding the program.
- Maintained thorough and accurate records outlining program operations.
- Wrote original materials and adapted details from public information.

EDUCATION

Master of Arts - Interdisciplinary Studies**Current**

Athabasca University

Athabasca, Alberta

Bachelor of Arts - Theatre**04/2020**

University of Lethbridge

Lethbridge, Alberta

Diploma - Visual Arts**05/2018**

Grande Prairie Regional College

Grande Prairie, Alberta

WORKSHOPS & TRAININGS

Arts as Evaluation**11/2021**

AND Implementation

Theatre for Social Change	11/2021
Theatre for Good	
Youth Lead Workshop	02/2021
Search Institute	
Developmental Relationships: Bring Intention to Practice	10/2020
Search Institute	

VOLUNTEER EXPERIENCE

Cavalcade Theatre Company - Artistic Director	01/2020 - Current
<ul style="list-style-type: none"> • Oversaw the management of the company including creating the constitution, bylaws and operations • Managed all company branding, including style guides, logos, website creation and ongoing media design. • Recruited and managed volunteers for events and fundraisers. • Handles all of the filing with Corporations Canada • Handling of board elections and rollover. • Manages and created the GSuite, company website and social media. • Attends all meetings regarding the board, fundraising, policy creation and budgets. • Research and writing grant applications. 	
Grande Prairie Live Theatre - Cast/Crew/Front of House	05/2011 - Current
<ul style="list-style-type: none"> • Worked with various teams to ensure that shows were on schedule. • Assisted in prop and set creation. • Attended regular rehearsals where required with the proper material prepared. • Created marketing material such as poster design or web graphics. • Maintained regular communication with the teams I was working with, as well as the staff at the theatre. 	
Bear Creek Folk Festival - Media Team Lead	08/2018 - Current
<ul style="list-style-type: none"> • Managed the BCFF social media presence during the festival which includes: <ul style="list-style-type: none"> ◦ Managing live stream interviews with the artists ◦ Communicating with the artists effectively to ensure the event runs smoothly ◦ Engaging with the artists on social media while the festival is running ◦ Managing Facebook, Instagram, Twitter and a Live Stream Feed ◦ Overseeing a team of volunteers to manage the weekend festival ◦ Working with a photography team to ensure prompt delivery of product and promotional material online. • Opened and maintained cash floats. • Assigned relevant duties to ensure products left smoothly and quickly. • Maintained a positive and fun working environment for volunteers. • Promoted return engagement. 	
Special Olympics of Lethbridge - Volunteer	09/2018 - 05/2020
<ul style="list-style-type: none"> • Attended various sporting practices to encourage and help athletes. • Helped create a positive and celebratory atmosphere for athletes to practice in. • Assisted in planning and setting up events. • Organizing and participating in fundraisers that benefit the Special Olympics, such as <i>uLeth Motionball</i>. 	
Street Performers Festival - Media Liaison	05/2013 - 07/2015
<ul style="list-style-type: none"> • Worked with various planning committees to ensure that schedules were being adhered to. • Organized commercial opportunities with local radio stations • Organized locations for broadcasting at the major event • Organized and scheduled meetings with international performers 	