



Assistant, Events and Outreach

The Assistant, Events and Outreach is responsible for the coordination of marketing and outreach activities, volunteer supervision and event support for Arts in the Parks. Arts in the Parks is a Toronto Arts Foundation initiative developed in partnership with Toronto Arts Council, City of Toronto and Park People.

Type: Contract
Start Date: May 21, 2024
End Date: August 31, 2024
Hours: 30 hours per week
Pay Range: \$21.00 per hour
Other Benefits: Toronto Arts Foundation offers a \$50 per month wellness allotment and \$65 per month cell phone reimbursement for the duration of this contract.

Toronto Arts Foundation and our supporters share a clear vision for Toronto – a vibrant and creative city where every neighbourhood is enriched by the transformative benefits of the arts. Through our programming and initiatives, we're focused on bringing the arts to communities throughout the city. We do this, not only because every individual deserves to enjoy the many benefits of the arts, but because engaged and inclusive communities build strong cities. We believe that the arts help cities thrive. The arts in all its forms can offer perspective and creative solutions to the challenges we face. The arts inspire, challenge, excite, spark conversations, bridge differences, and so much more.

Responsibilities

Marketing & Community Outreach

- Distribute marketing collateral (digital and print) and arrange cross promotions with partners
- Update events listings on internal and external platforms
- Support the writing feature stories on events for website content or content creation (vlogs) for social media
- Create newsletters for digital mailing list
- Attend community outreach meetings with the Coordinator, Outreach & Awards
- Act as an ambassador for the initiative with the general public
- Assist in executing the social media plan; maintain the social media editorial calendar

Event & Volunteer Support (On Site Events)

- Deliver marketing materials to Arts in the Parks event site (signage, water, promotional material, surveys), and returning equipment at end-of-day
- Supervise the Arts in the Parks volunteers at events: sign volunteers in/out.

- Delegate tasks/roles to volunteers and ensuring successful execution of such tasks (setting up signage, tables, etc)
- Ensure volunteer protocol is being met
- Ensure a high level of volunteer moral and professionalism
- Provide on-site training (at events) for volunteers
- Ensure the maintenance of Arts in the Parks events materials and report any issues to the Senior Coordinator, Events & Initiatives

Other Duties

- Assist with other duties as needed by Toronto Arts Foundation such as data collection & reporting, content creation, online event attendance/assistance, delivery or pick up of materials.

Key qualifications:

- Interest in pursuing a career in the arts with a focus on marketing, communications, community programming.
- Respect for diverse individuals and communities.
- Interest in learning about Equity best practices.
- Ability to establish effective and strong working relationships and trust with co-workers and volunteers.
- Access to a personal home computer, internet connection and mobile phone
- Excellent written and verbal communication skills
- Sound judgment, analytical and problem-solving abilities, and organizational skills
- Proficiency with windows-based software and other computer and database applications relevant to the work is an asset
- **G-class license (G2 or higher) and a clean driving record is a requirement of this position (Please note, you are not required to provide your own vehicle).**
- **Flexibility regarding work hours and environment is a requirement.** Many working hours will take place on evenings and weekends. Some work will take place remotely but there is an onsite event component. Toronto Arts Foundation will strive to provide a schedule two-weeks in advance.

Please note that these positions are funded through Canada Summer Jobs and must meet their criteria for employment:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

How to Apply:

Please submit cover letter and resume by 5:00 pm on April 16, 2024 in a single pdf attachment by email to Alexandra Loewen, Senior Coordinator, Events & Initiatives at alexandra@torontoarts.org

Subject line: Assistant, Events & Outreach

Accessibility:

Toronto Arts Council/Toronto Arts Foundation adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free

experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video). Accepting applications in point form, through video and/or voice memo.
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview.
- Other accommodation as requested.

If you require accommodation, please send an email to alexandra@torontoarts.org