



### **Outreach & Events Assistant**

The Outreach & Events Assistant 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.

<b>Type:</b>	Contract
<b>Start Date:</b>	May 21, 2019
<b>End Date:</b>	August 30, 2019
<b>Hours:</b>	30 hours per week
<b>Pay Range:</b>	\$15.50 per hour

Toronto Arts Foundation is a charitable organization that sparks creative connections, spotlights artistic excellence, and supports vibrant cultural growth throughout our diverse city, through private sector investment. Our vision Creative City: Block by Block is to connect every Toronto neighbourhood with the transformative social and economic benefits of the arts.

### **Responsibilities**

#### **Marketing**

- Distribute marketing collateral (digital and print) and arrange cross promotions with partners
- Update events listings on internal and external platforms
- Write feature stories on events for website content
- Attend community outreach meetings with the Community Outreach Coordinator
- Act as an ambassador for the initiative with the general public of the social media plan; maintain the social media editorial calendar.

#### **Event/Onsite Support**

- 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 the maintenance of Arts in the Parks events materials and report any issues to the Community Engagement Manager

#### **Volunteer Coordination and Community Outreach**

The Outreach & Event Assistant will assist the Arts and the Parks staff in the following capacity:

- Assist with the volunteer website portal and the volunteer program
- Assist with the training of volunteers, alongside the Marketing & Events Coordinator

- Provide on-site training (at events) for volunteers
- Assist with scheduling volunteers
- Ensure volunteer protocol is being met
- Ensure a high level of volunteer moral and professionalism
- Taking phone calls/inquiries from volunteers, as needed

**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.
- 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 and a clean driving record is a requirement of this position.**
- **Flexibility regarding work hours is a requirement.** Some working hours will take place on evenings and weekends. Toronto Arts Foundation will strive to provide a schedule two-weeks in advance.
- Successful candidates will be asked to supply Toronto Arts Foundation with a Vulnerable Sector Screening Check prior to a contract being issued. This will be coordinated with Toronto Arts Foundation.

**Preference will be given to individuals whom meet the current Canada Summer Jobs criteria for employment; however, all qualified applicants are encouraged to apply.**

**The criteria are listed below:**

- 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 17, 2019 in a single pdf attachment by email to Jaclyn Rodrigues, Community Engagement Manager at [Jaclyn@torontoarts.org](mailto:Jaclyn@torontoarts.org)

Subject line: Outreach & Events Assistant

Toronto Arts Foundation is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.