Outreach & Event Assistant
The Outreach & Event 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.

Type: Contract
Start Date: July 26, 2021
End Date: September 19, 2021
Hours: 30 hours per week
Pay Range: $17.00 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 & Community Outreach
- 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
- Create newsletters for digital mailing list
- Attend community outreach meetings with the Program Outreach Coordinator
- 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 Community Engagement Manager
Other Duties
- Assist with other duties as needed by Toronto Arts Foundation such as data collection & reporting, content creation, online event attendance/assistance, occasional 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 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**. Some working hours will take place on evenings and weekends. Some work will take place remotely but there may be an onsite event component. 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.

*Please note: Due to the impacts of COVID-19, this position will entail working remotely from home. The nature of the position is subject to change based on provincial and municipal safety regulations as well as event permits being issued by City of Toronto. At this time, we have no further information about permitting and as such, the candidate for this role will need to be flexible with their working environment/style since it will evolve due to changing circumstances. Our intent is to have live, intimate events in park spaces in accordance with the Province’s re-opening framework and selected candidates will be required to support these events on site.*

Please note that these positions are funded through Canada Summer Jobs. And applicants should meet the current Canada Summer Jobs 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 July 12, 2021 in a single pdf attachment by email to Jaclyn Rodrigues, Community Engagement Manager at 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.