



## JOB POSTING

<b>Position:</b>	Interim Coordinator, Events & Initiatives
<b>Type:</b>	contract, full-time
<b>Contract Dates:</b>	January 6, 2025 – January 4, 2026
<b>Starting Salary:</b>	\$43,000-\$52,000
<b>Reports to:</b>	Interim Manager, Events & Initiatives
<b>Direct reports:</b>	None

### SUMMARY

The Interim Coordinator, Events & Initiatives is part of the dynamic team providing coordination, management and support of Toronto Arts Foundation initiatives including Arts in the Parks, Creative Champions Network, The Mayor's Arts Lunch, The Mayor's Evening for the Arts, Neighbourhood Arts Network and other Foundation events and initiatives. The Interim Coordinator will also support events for Toronto Arts Council.

The Interim Coordinator, Events & Initiatives supports of a diverse range of event and program activities and tasks. These include event and program: planning (e.g. work plans, checklists), logistics (event flows), hospitality (venue, food/bev), staffing/volunteer support, and vendor management (contracts, payments).

The Interim Coordinator, Events & Initiatives reports to the Interim Manager, Events & Initiatives and works alongside the Coordinator, Program Outreach & Awards and Coordinator, Special Events & Outreach. The Coordinator also supports and works alongside summer contract staff. The Coordinator will also work collaboratively across departments, consulting with the Manager, Neighbourhood Arts Network Programs and Senior Manager, Development on event/workshop activities and needs.

### RESPONSIBILITIES

The Interim Coordinator, Events & Initiatives will participate in all aspects of event planning, from concept development to execution and evaluation of **assigned** programs and events. Tasks include, but are not limited to:

- Working collaboratively with all departments to determine event and program vision, needs and goals
- Participating in event/program planning meetings and keep a record of agenda, minutes and action items
- Negotiating contracts with vendors, artists, develop letters of agreement
- Ensuring timely accounts payable and accounts receivable reconciliation for vendors
- Developing and manage event timelines and ensure all assigned events and programs run smoothly
- Managing volunteer staff support for events including recruitment, orientation, shifts and all related communications
- Overseeing, executing onsite logistics including the set-up/tear down of event and program equipment, executing insurance, and artist support and engagement
- Support post event/program analysis and evaluation and identifying areas for improvement
- Supplying events and program details to the communications department and/or in collaboration with or as delegated by the Senior Manager, Communications, develop draft event and program digital and print promotional materials, and support event registration
- In collaboration with or as delegated by the Senior Manager, Communications, assist in supporting content capture for events

The Interim Coordinator, Events & Initiatives may also support some events and programs in a lesser capacity than indicated above. In such cases, the Coordinator will support other staff by:

- Providing input, supplying templates and/or best practises
- Supporting onsite on the day-of events

The Interim Coordinator, Events & Initiatives will have occasional evening and weekend work required in their job.

## **QUALIFICATIONS**

- 1-3 years of experience working in event planning or coordination
- Post-secondary qualification in a related discipline, or equivalent, is preferred
- Strong interpersonal and communication skills, with excellent teamwork skills to support cross-team collaboration
- Excellent organizational skills, including multitasking, time management, and high attention to detail; Ability to handle pressure and make decisions quickly
- A can-do attitude, with willingness to pitch-in and support team members
- An interest in the arts is an asset, G-Class drivers license and Smart-Serve certification will be considered assets

**To apply:**

**Please submit cover letter and resume in a single pdf attachment to Alexandra Loewen, Interim Manager, Events & Initiatives ([alexandra@torontoarts.org](mailto:alexandra@torontoarts.org)), subject line: Interim Coordinator, Events & Initiatives, by November 15, 2024.**

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, and 2SLGBTQIAP.

**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](mailto:alexandra@torontoarts.org).