

TORONTO ARTS _

JOB POSTING

Position: Evaluation Coordinator

Type: Full-time

Hours: 32–36 hours per week

Reports to: Senior Manager, Research, Impact & Evaluation

Direct Reports: None

Expected Starting Salary: \$60,000

Salary Range: \$60,000–\$67,000

Start Date: September 15, 2026

Toronto Arts Council & Toronto Arts Foundation exceed the standards set by Ontario Living Wage.

Benefits: 4 day work week, medical, dental, prescription drugs and hospital coverage, life and long-term disability insurance, effective three months following the start date. Following the first year the position offers a matching contribution towards a group RRSP of up to 4.5% of salary.

Summary:

This posting is for a new position at the organization. The Evaluation Coordinator position will support the planning and implementation of performance measurement and evaluation activities for Toronto Arts Council (TAC) grants programs and Toronto Arts Foundation (TAF) initiatives. Working closely with and supervised by the Senior Manager, Research, Impact & Evaluation, the Evaluation Coordinator will help Toronto Arts understand the relevance, effectiveness, and efficiency of its programs and initiatives, assess whether intended outcomes are being achieved, support evidence-informed decision-making, and help communicate the value and impact of investments in the arts. This role strengthens Toronto Arts' ability to evaluate and communicate impact, particularly in relation to how funding connects artists and audiences, supports public engagement, and fosters vibrant arts communities across Toronto and beyond.

Responsibilities:

- Support the Senior Manager, Research, Impact & Evaluation in the development and implementation of performance measurement and evaluation plans, including timelines, logic models, frameworks, and indicators aligned with TAC and Foundation strategic priorities
- Design and undertake evaluation activities, including surveys, consultations, and training, using both quantitative and qualitative methods, in collaboration with staff, partners, and external consultants where appropriate
- Work with Manager Data analytics to analyze data on program outcomes, participation, and community reach, assessing how programs connect artists, audiences, and communities
- Create reports and presentations that synthesize findings into clear, actionable insights for internal and external audiences
- Contribute evaluation findings and analysis to policy and program development

- Ensure evaluation approaches and methodologies are embedded within program design and delivery
- Work with program staff, grant recipients, and stakeholders to collect evaluative information and support consistent data practices (e.g., through tools such as TAC Grants Online and SurveyMonkey)
- Share learning and contribute to knowledge mobilization, supporting communication of impact across Toronto Arts networks and the broader arts sector
- Support ongoing improvements to evaluation systems, including data tools and public reporting mechanisms

Key qualifications:

- Experience in program evaluation, research, or performance measurement, ideally in the arts, culture, education or public/non-profit sector
- Strong understanding of evaluation frameworks and methodologies, including mixed-method approaches (measurable data, experiences, insights, context)
- Demonstrated ability to analyze, interpret, and synthesize data into clear and compelling narratives
- Experience developing reports, briefings, and presentations for diverse audiences
- Strategic thinker with the ability to align evaluation approaches with policy objectives and organizational impact goals
- Excellent written, verbal, and presentation skills
- Strong interpersonal, facilitation, and collaborative skills, with the ability to work across teams and with external partners
- Sound judgment, analytical and problem-solving abilities, and strong organizational skills
- Ability to work effectively in a collaborative, team-oriented environment
- Proficiency with Microsoft Office
- Experience with designing and conducting surveys and analyzing responses; familiar with surveying tools such as SurveyMonkey
- Good data visualization skills (hand drawn or computer generated)

Preferred Skills

- Experience developing or using logic models and interactive dashboards or data visualization tools that can help us track progress outcomes and impact over time
- Familiarity with measuring public engagement, audience development, and community impact
- Experience evaluating granting programs or public funding initiatives
- Understanding of Toronto's arts communities and the challenges and opportunities facing artists and arts organizations
- Interest in arts impact, cultural policy, and sector-wide learning

Other Duties: Performs other duties as assigned by the Senior Manager, Research, Impact & Evaluation or by the Director, Operations.

Conflict of Interest restrictions: The Evaluation Coordinator may not work in any paid capacity with organizations and collectives that apply to or receive funding through TAC grants programs.

To apply: Please submit cover letter and resume in a **single pdf attachment**, to Kadija de Paula, Senior Manager, Research, Impact & Evaluation to ResearchImpactHiring@torontoartscouncil.org, with subject line: **Evaluation Coordinator**, by July 26, 2026.

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 ResearchImpactHiring@torontoartscouncil.org

Use of artificial intelligence and technology.

Toronto Arts Council and Toronto Arts Foundation do not use artificial intelligence (AI) systems to screen, assess, select applications or inform hiring decisions. All applications are reviewed and evaluated by our human HR and hiring team, and no part of the hiring decision-making uses AI tools.