



Position: Education & Outreach Program Coordinator
Application Deadline: July 1, 2020
Interview Dates: July 3, 2020
Contract Dates: July 6-August 28, 2020
Hours: 30 hours/week
Rate: \$14/hr

ORGANIZATIONAL DESCRIPTION

The Huntsville Festival of the Arts (HfA) is a not-for-profit charitable organization that works to strengthen community and enhance the quality of life for residents of and visitors to the Huntsville area, by providing high quality entertainment, arts education and cultural enrichment.

Since 1993, HfA has been governed by a Board of Directors composed of local volunteers and has been supported by a paid General Manager (now Executive Director). There is a maximum of 14 members on the Board, which is composed of community-minded people who have a specific skill or area of expertise. HfA presents an eclectic mix of artistic experiences with the majority being music based. In 2018-19, HfA presented 70 different concerts and events attracting close to 18,000 audience members. HfA also offers a number of arts education experiences for students of all ages and presents an annual community musical.

JOB DESCRIPTION

The Education Outreach Program Coordinator will work at the HfA Studio in Downtown Huntsville, as well as on site for various events. They will work in tandem with the Executive Director, Executive Assistant, and other contracted staff to help lead arts based activities that offer artistic opportunities and engage citizens of and visitors to Huntsville and the region of Parry Sound/Muskoka.

The young worker will have the opportunity to hone their practical skills; work alongside experienced professionals; help facilitate on site artistic activities and events with diverse community members; help support a location experiencing high summer and seasonal population growth; take an active role in a growing cultural tourism sector in the region; and take pride at their contributions to a summer festival for which have been vital part in producing.

This position is made possible through the Federal Government's Canada Summer Jobs Program. The successful applicant must be

- (a) be between 15 and 30 years of age (inclusive) at the start of employment;
- (b) a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and
- (c) legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

The successful candidate must also be available to work some evenings and weekends.

KEY RESULTS & RESPONSIBILITIES

The successful candidate will work alongside the Executive Director and Board of Directors. Specific tasks include, but are not limited to:

- Assist in developing unique arts education and engagement activities.
- Take a lead role in facilitating arts education activities in the HfA studio as well as on site at special events.
- Take a lead role in event management including direct communication with patrons, helping coordinate volunteers and managing any concession sales.
- Maintenance of systems, such as: tracking participant & visitor data, conducting onsite and online surveys, and assisting in the analysis of participant data from surveys and interactions.

APPLICATION PROCESS

Submit a cover letter and resume by email to Dan Watson, Executive Director at info@huntsvillefestival.ca by **Wednesday July 1, 2020**. Please indicate Application for Education & Outreach Program Coordinator in the subject field.

We are grateful to all applicants, but only those selected for an interview will be contacted.