

COMMUNITY ARTS COORDINATOR

CHURCH OF THE HOLY TRINITY
10 TRINITY SQUARE, TORONTO, M5G1B

The Church of the Holy Trinity is an Anglican parish in downtown Toronto with a history of social justice work and advocacy since 1847. We are a community of people who express Christian faith through lives of integrity, justice, and compassion. We foster lay leadership, include the doubter and marginalized, and challenge oppression wherever it may be found.

JOB TITLE: Community Arts Coordinator

PURPOSE: The Community Arts Coordinator will work closely with the Parish Administrator and the Artistic Director of Music Mondays to support the promotion and expansion of our community arts programs and events spaces, and to help ensure the smooth coordination and running of the Music Monday weekly summer concert series.

POSITION TYPE:

- Full-time (35 hours per week), seasonal position until August 31, 2024
- In-person position with both office and public-facing work
- This position is funded by Canada Summer Jobs through the Youth Employment and Skills Strategy, which is the Government of Canada's commitment to help young people, particularly those facing barriers to employment, to get the information and skills, work experience, and abilities they need to transition successfully into the labour market.
- **Please note that as per the Canada Summer Jobs guidelines, qualifying applicants must be 15 - 30 years of age.**

RESPONSIBILITIES:

- Conduct research and develop a strategy to effectively promote:
 - Our community art programs to increase attendance, donorship and partnerships
 - Our community arts event spaces and community program offices of the church buildings to increase partnerships and revenue
- Research arts grants and assist staff team in completing applications.
- Assist the Artistic Director and Parish Administrator with tasks related to the Music Mondays.
 - Lead promotion of the series through conducting MailChimp email distribution, creating and posting ads across social media channels

(including Facebook, Instagram) and on other internet platforms (including Snapd, Eventbrite, City of Toronto Events listings)

- Coordinate with performers to confirm program and rehearsal details, stage set-up
- Greet performers and patrons, oversee program distribution and to make introductory remarks to the audience, when needed.
- Work closely with other staff to coordinate the remuneration process for performers, and count the proceeds at the end of the performances.
- Track revenue and expenses, donations, donor information, and attendance numbers.

REQUIRED SKILLS AND QUALIFICATIONS:

- ❖ Strong communication skills: written and verbal
- ❖ Strategic-thinker and passionate about community arts and expanding programming and partnerships
- ❖ Familiarity with email and office applications (MS Word, Excel, Outlook)
- ❖ Strong knowledge of social media platforms (Facebook, Instagram, LinkedIn, X), as well as email marketing platforms (Mailchimp) and design platforms (Canva)
- ❖ Interest in writing grant applications
- ❖ Strong interpersonal skills to engage with patrons, performers and community partners
- ❖ Excellent organizational and time management skills
- ❖ Ability to work independently and be self-directed, while collaborating with a team
- ❖ Ability to work effectively with people from various abilities and cultural backgrounds
- ❖ Legally able to work in Canada
- ❖ Between the ages of 15 - 30
- ❖ Offer of employment is conditional on an acceptable criminal background check

WORKING CONDITIONS:

- Computer and work space provided in a shared office space
- Some work may be done remotely
- This position includes a limited amount of physical movement, but will regularly involve a combination of sitting, standing, walking; and possibly standing for extended periods of time
- There are no elevators in our office and church buildings, only stairs

- We are a downtown church that also runs community meal and clothing programs. Due to the intense marginalization that community members face, there is a likelihood of exposure to unpredictable behavior, unpleasant odors, and bodily fluids. This is a stressful and emotionally challenging work environment where there is the potential to be in threatening situations. However, employees can expect to receive support in dealing with these conditions.

COMPENSATION:

- Rate of pay is \$17 per hour.

TO APPLY:

The Church of the Holy Trinity welcomes applicants from persons of diverse backgrounds and is an equal opportunity employer. If you require accommodation at any time during the recruitment process, we would be happy to work with you to meet your needs.

Send your cover letter and resume before 11:59pm, May 12th via email to **ht@holytrinity.to**

Please reference "Community Arts Coordinator" in the subject line.

We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.