



Job Ref# **TBD**

Number of vacancies: 1

As this position is based on a grant, the candidate must identify as from a First Nation, Métis or Inuit background. Must be registered with Miziwe Biik Aboriginal Employment and Training.

Harbourfront Centre is a leader in providing internationally renowned programming in the arts, culture and recreation across a stunning 10-acre site at the heart of Toronto's waterfront. For more than 40 years, Harbourfront Centre has celebrated the best in Canadian culture and the rich mosaic of cultures from around the world by curating over 4000 events annually across its ten-acre site from music festivals to contemporary dance, to craft and design to sailing lessons. There is something for everyone at Harbourfront Centre, year-round.

Position Title:	Cultural Events Assistant Trainee
Department:	Cultural Engagement
Reporting to:	Director, Cultural Engagement
Direct reports:	N/A
Type of Employment:	Contract- May 15, 2019 – March 31, 2020

Currently an employment opportunity exists in our **Cultural Engagement Department** for a full time **Cultural Events Assistant Trainee** on a contract basis. This position reports to the Director, Cultural Engagement and is responsible in assisting Festival team with administrative tasks including Artist Services support.

Major Responsibilities Include:

- Works directly with the Artist Services Lead and the Cultural Engagement team. Will assist the Artist Services Coordinator with all the operational logistics for the festivals including transportation arrangements, accommodation arrangements and hospitality requirements for the festivals.
- Supports the Associate Producer in drawing up contracts for artists and gathering information from artists such as bios, payment information and other materials for marketing purposes.
- Provides administrative support such as contract execution, financial reconciliations and volunteer requests.
- Attends meetings for events with production staff. Takes minutes and action items as required.
- Consolidates and distributes interdepartmental documents (marketing materials, production schedules and more).
- Assists with the management of projects on site including festival set up and strike when needed.
- Generates thank you letters for the artists, partners and consulates involved in the festival and assists with post-project evaluations.
- Works with the Director, Cultural Engagement with specific research initiatives.
- Other duties as required.

Qualifications:

- Completion of post-secondary degree in arts, event management or related field.
- Previous administrative experience in an office setting.

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- Previous event experience.
- Availability to work weekends and evenings including ability to work outdoors in a variety of weather conditions.
- Excellent communication skills, including phone calls.
- Strong time management and organizational skills.
- Strong computer skills in Word, Excel and database management.

Deadline: April 30th, 2019

Please e-mail your resume and cover letter (in one document)

E-mail: mking@harbourfrontcentre.com

Harbourfront Centre is committed to building a diverse workforce and strongly encourages qualified applicants from all backgrounds to apply. Suitable accommodations will be available upon request during the hiring process.