



SUBJECT TO GOVERNMENT FUNDING

Position: Coordinator, New Strategic Initiatives
Posting Date: April 16, 2019
Closing Date: May 3, 2019
Start Date: May 20, 2019
Location: 15 Case Goods Lane, Studio 301, Toronto's Historic Distillery District

In partnership with Miziwe Biik Aboriginal Employment and Training, Dancemakers is seeking applicants for a contract position, Coordinator, New Strategic Initiatives.

Applicants must identify as having a First Nation, Métis or Inuit background, and reside in the GTA. Applicants must be registered with Miziwe Biik Aboriginal Employment and Training.

About Dancemakers

Dancemakers makes its home at its Centre for Creation in Toronto's Historic Distillery District. Dancemakers is a contemporary dance residency centre committed to developing the field of contemporary dance practices. Through residencies, performances, workshops and ancillary activities, Dancemakers animates a space where practitioners and publics engage in a discourse around dance.

Coordinator, New Strategic Initiatives 's Responsibilities

Dancemakers will be launchings several new strategies in 2018. We are seeking a forward-thinking Coordinator, New Strategic Initiatives to work in collaboration with Dancemakers' small but busy team. The Coordinator, New Strategic Initiatives will play a key role in ensuring success with these projects, including:

- Volunteer recruitment & front-of-house management
- Implementing a new comprehensive database
- Implementing a new on-line rental platform
- Strengthening class/workshop registration
- Co-developing social media strategies and developing marketing tools

The position will also include several professional development opportunities to enhance knowledge and skills.

The work week is Mondays to Fridays, for 40 hours per week, at our location in Toronto's Distillery Historical District. Working hours may extend beyond regular business hours, with time off in lieu of payment.

Coordinator, New Strategic Initiatives Core Attributes

With well-rounded attributes for the position of Coordinator, New Strategic Initiatives position, you are:

- Ambitious and are continuously challenging yourself to improve your overall performance and your skills.
- You have excellent organizational and interpersonal skills, are detail oriented, creative, and imaginative
- You are able to pick up new tasks and knowledge quickly and work efficiently in a fast-paced environment.
- You excel in strong verbal and written communication and writing skills.
- You succeed when motivated, and can demonstrate ability to identify opportunities, take initiative and make decisions in both independent and team situations.
- You are passionate about attention to detail and accuracy, and thrive on a thoroughness in all work.
- You are an excellent multi-tasker with prioritization skills, completing projects with tight deadlines.

- You don't dwell on the mistakes you make but embrace them with grace and humour and learn from them.
- You have proficiency in databases and MS Office Suite (Word, Excel, PowerPoint, Access) in a PC environment, and are willing to learn new IT skills.
- You are knowledgeable about Social Media and have the experience to support this passion, including developing compelling messages and short videos.
- Being an arts consumer will be an asset.

Application Process

Those interested in the Coordinator, New Strategic Initiatives position should apply with one document (MSWord or PDF), collated as follows:

- a cover letter that explains why you are the ideal candidate,
- an updated resume, and
- the contact information for two references – please do not include reference letters.

Please send your application by email only to:

Frances Shakov
General Manager
Dancemakers
frances@dancemakers.org

Please specify "Coordinator, New Strategic Initiatives – YOUR NAME" in the subject line of your email.

The deadline is Friday, May 3, 2019 at 5:00 pm. Please note that late or incomplete applications will not be considered. No telephone calls please.

Dancemakers thanks all applicants for their interest; only those selected for an interview will be contacted.

Dancemakers is committed to employment equity and diversity, and encourages applications from all communities.



Miziwe Biik Aboriginal Employment and Training

