

TORONTO BIENNIAL OF ART

CALL FOR: Accessibility & Event Coordinator

Position: Contract, Full-Time, 3 June to 22 December 2019: 35 hours/week; 28 weeks in length

Hourly: \$20/hour including MERCs

OPPORTUNITY DESCRIPTION

The Toronto Biennial of Art (TBA) is accepting applications for a contract position of Accessibility & Event Coordinator, as part of the Public Programming & Learning team. The Accessibility & Event Coordinator will gain significant, hands-on experience within the Public Programming & Learning team, as well as with the broader TBA team. The ideal candidate has experience in coordinating accessible programs and interpreting content for various public events and community gatherings. They take initiative to learn best practices and keep up to date with current discourses and methodologies surrounding accessibility programs to create meaningful inclusive cultural programming.

An ideal candidate must have a view to inclusivity and diversity, knowledge on coordinating and promoting greater access for publics with diverse abilities, and building capacity through best practices within the changing landscape of public programming in Canadian arts, education and culture. They have demonstrated understanding of and experience within Deaf, Mad and disability arts and culture.

ROLES & RESPONSIBILITIES

- Coordinate accessible programs for public programming events and community gatherings.
- Ensure best practices are applied regarding accessibility to events and workshops, as well as related communications and logistics.
- Facilitate and evaluate events and activities as required.
- Provide production and coordination support to the Public Programming & Learning team; take a lead to ensure accessible programs, such as coordinating ASL, caretakers, and other access needs, with knowledge and experiences in best practices.
- As needed, support artists, educators, scholars, and other program leads where accessibility needs are presented.
- Support the Public Programming & Learning team in liaising with Biennial partners and venues, to ensure that venue partners are fully briefed on accessibility priorities throughout the length of the event.
- Participate in numerous training and learning opportunities with the Public Programming & Learning team, as well as with other TBA staff.
- Cross-departmental exposure to all aspects of the Biennial, including logistics, production, publications, finance, communication, partnerships, and fundraising.

QUALIFICATIONS

- Excellent interpersonal and relationship-building skills.
- Demonstrated knowledge of and experience within Deaf, Mad and disability arts and culture.
- Experience and knowledge of best practices in accessibility coordination for cultural events and community gatherings.
- Relevant experience in education, curatorial, museum studies, or related fields.

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- Commitment to: community engagement; generating and nurturing equitable spaces for various audiences; working intersectionally and intergenerationally through community-responsive and site-specific programming.
- Demonstrated understanding of best practices in digital communications and marketing platforms.
- Strong communication, organization and event coordination skills, both oral and written.
- Required: MAC OS; Microsoft OS; Microsoft Office Suite; Adobe Creative Suite; email.
- Assets: understanding of and experience with AODA legislation and disability justice; experience in community arts or grassroots organizing; languages spoken other than English.

ELIGIBILITY

- Must meet eligibility for Miizwe Biik Aboriginal Employment & Training
- Full contact information (name, phone, and email), a confirmation of eligibility and a current resume
- A cover letter outlining interest, motivation and relevant background; a resume. Three pages MAX including cover letter and resume.

SUBMISSION INSTRUCTION

Please submit all written components in one (1) PDF to hello@torontobiennial.org with subject heading "Access & Event Coordinator".

Toronto Biennial of Art is an equal opportunity employer and is committed to diversity and inclusiveness in all of our work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, and programs.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Toronto Biennial of Art.

ABOUT

On view from September 21–December 1, 2019, the inaugural Toronto Biennial of Art will be Canada's newest biennial of contemporary art. Taking place along the waterfront in unexpected venues and public spaces and in collaboration with not-for-profit galleries, museums, community organizations, and educational institutions across the city, the Biennial will present Canadian and international art within the complex creative, cultural, social, and political context of Toronto.



Miziwe Biik
Aboriginal Employment and Training

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