

JOB DESCRIPTION & POSTING

Creative Outreach Associate

Duration of Contract: 28 Weeks

Start Date: September 7, 2020

The Centre for Indigenous Theatre exists to provide theatrical training informed by traditional artistic expression, teaching and values, while creating an environment that encourages cultural exchange of practices and techniques between Indigenous Nations and communities.

The Centre for Indigenous Theatre embraces the spirit, energy and inspiration derived from the culture, values and traditions of Indigenous people. From these roots, we seek to elaborate a contemporary Indigenous performance culture through training and professional development opportunities for emerging and established Indigenous theatre artists.

Duties:

Are you ready to jump on board with an exciting Creative Outreach Associate position? CIT is seeking someone, such as yourself, who will become a valuable team member for the organization's preparation of the 2020/2021 school year.

The successful candidate will be responsible for national and GTA specific outreach which will allow the organization to explore its reach and build new partnerships while reinforcing current ones. The candidate will also be working closely with CIT's Managing & Artistic Directors, Artistic Producer, and the Office Manager. The successful candidate will:

Build Personal and Organizational Capacity in the area of Outreach and Arts Administration

- Coordinate activities associated with the project administration
- Coordinate and promote programming related Visiting Artist lectures/workshops and provide support to special workshops
- Project coordination for Visiting Artist and special workshops
- Work with community partners to engage youth participants
- Train online
- Develop project plans and outcomes and discuss and follow up with Managing Director
- Work with CIT's Artistic Producer to coordinate efforts
- Foster and facilitate project outcomes
- Collaboration and partnership building with Indigenous communities
- Create strong communication links between all parties involved in the project
- Develop networks and connections within the Indigenous performing arts community and non-profit sector
- Work directly with other social service and arts organizations in Toronto and nationally, to develop partnerships
- Organize tours of essential Indigenous service organizations in the city

- Participate in job-shadowing to gain insight in overall operations
- Participate in grant writing for programming and project continuity and sustainability
- Participate in project financial management and funding reporting

Required Skills & Experience:

- Experience in project coordination, development, and delivery an asset
- Exhibits a knowledge and keenness for digital technology
- Understanding of Indigenous practices and knowledge base
- Ability and desire to work with Indigenous youth in a culturally sensitive manner
- Strong problem-solving skills
- Strong written and verbal communication skills
- Strong organizational and coordination skills
- Familiarity with Microsoft Office Suite & Google Suite including email
- 18 & older and/or Post Secondary graduate
- Understanding of Indigenous Arts Community an asset
- Must be registered with Miziwe Biik Aboriginal Employment and Training
- Must live within the GTA

Email your cover letter and resume to: managingdirector@indigenoustheatre.com
No telephone calls please.

Applicants must be registered with Miziwe Biik Aboriginal Employment and Training. Applicants must also be returning to their post-secondary institutions.

Deadline: August 31 at 5:00 pm

The Centre for Indigenous Theatre wishes to acknowledge that this position has been made possible through funding provided by Miziwe Biik.



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