

Program Coordinator

Position Description

Position Title: Program Coordinator

Department: Programming

Reports To: Community Program Manager

Status: Full-time permanent

Salary: \$43,000 Annually

Vacation: 2 weeks + 5 Personal Days

Benefits: Health & Dental Package after 3 mos.

Other: Holiday Shutdown

Position Summary

The VIBE Arts Program Coordinator works in collaboration with the Community Program Manager and Programming Team to design and implement tailor-made multi-disciplinary arts education programs in under-resourced communities that are culturally relevant, innovative and inclusive. Booking and coordinating up to 50+ unique programs a year, the Program Coordinator must be highly organized, and able to thrive in a fast-paced, dynamic environment. As a front-facing representative of VIBE Arts, the successful candidate will have strong interpersonal skills, an ability to work with various stakeholders and diverse communities, as well as a responsive and flexible approach to programming.

Responsibilities:

- In collaboration with Community Program Manager design and implement arts education programs that respond to community needs and priorities while meeting grant criteria
- Connect with community leaders, principals and teachers to identify their needs and learn about their communities to inform programming
- Work with Community Program Manager and programming team on collaborative programming between schools and community sites/venues
- Develop relationships with facilitating artists and take an active role in onboarding, supporting and supervising their programs.
- Respond to arts program requests/inquiries
- Provide ongoing support and stewardship to existing community partners, while developing new partners across the GTA
- Generate, monitor and track program data (i.e.# of workshops/participants) and input data into salesforce database
- Conduct program site visits to consult, deliver and pick up supplies, evaluate and support artists when needed
- Collaborate in designing and supervising interactive activities for festivals/events
- Hire artist facilitators off VIBE roster to conduct workshops and assess and evaluate outcomes

- Provide assistance to artist facilitators on lesson plan/program development
- Ensure health and safety measures are in place for all programs to support artists and program partners and participants
- Actively evaluate programs for ongoing improvement of program and to report to funders
- Assist in the collection of Artist Reports, Venue/Community Feedback, letters of supports for programs
- Work with operations teams to complete funding reports and applications and support in creation of marketing material
- Manage letter of agreements and media/photo release forms as needed
- Provide additional support to VIBE staff/organization as required

Qualifications

- 2-4 years working in community program coordination and experience organizing/implementing programming
- Experience working with community stakeholders and community serving organizations
- Excellent organizational, written and oral communication skills
- Strong interpersonal and problem solving skills
- Knowledge of communities in the GTA and supporting organizations
- Thrives on working in a collaborative team environment
- Ability to work remotely
- Clear Vulnerable Sector Check
- G class license with other 3 years driving experience
- Must be able to prove double vaccination against COVID-19

Work Conditions

- Hybrid remote and in office work
- Must be able to commute to 401 Richmond Street West, Toronto, ON, M5V 3A8
- 35 hours per week
- Local travel required, access to company vehicle available
- **Start Date: February 1st, 2022**

VIBE Arts supports that we all have different paths, and that passion is a great driver in community work. Please consider applying, even if you aren't able to check every box above. Unique experience will be considered. We value diversity, are committed to providing an inclusive workplace for all and especially encourage members of underrepresented groups to apply.

If you require accommodation during the hiring or interview process please contact opportunities@vibearts.ca.