



Title: Summer Events and Communications Coordinator

Organization: Children's Peace Theatre

Job Type: Summer Contract Position

Duration: 30 hours per week for 14 weeks May 1-August 9, 2019

Wage: \$14.00/hourly (based on minimum wage)

ELIGIBILITY: This position is funded by Summer Jobs Canada. Candidates must meet the following requirements:

- Be between 18 and 30 years of age at the start of the employment;
- Be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

About CPT

Children's Peace Theatre uses the arts and artistic creativity as critical tools for personal and social transformation. Our mandate is to co-create a culture of peace using an arts based, intergenerational and holistic approach that cultivates ecological, social and spiritual resilience with the individual and the community. We center the voices of BIPOC communities to co-create imaginative solutions for equitable and fair futures for all. To find out more, please visit our website at www.childrenspeace theatre.org

Summer Events Description:

Every summer Children's Peace Theatre (CPT) hosts Peace Camp, a three-week day camp for 45 children aged 8-13, involves the creation, rehearsal, and production of an original professional-calibre play about peace and conflict, developed from the stories and imagination of the child campers. In the final week there are several public performances, including a popular and well-attended gala presentation.

We also co-create a series of arts workshops for children that culminate in a Peace March for the community.

Job Responsibilities:

- Develop and coordinate all communications for the Summer Events including taking and archiving photos and video of events for newsletters and web updates;
- Support Summer Events team with marketing the March and the Gala performances of Peace Camp including social media strategy and ticket sales;
- Liaise with participants and their parents around communications and permissions to capture footage of participants;
- Support volunteers;
- Manage petty cash and fundraising efforts for events;
- Handle inquiries/complaints;
- Other administrative duties as required.

Qualifications:

- Be committed to Anti-racism, Anti-Oppression work;
 - Possess excellent interpersonal, time management, and communication skills;
 - Be able to work comfortably and effectively with a diverse group of staff, volunteers, and the general public on the telephone, in person, and via written correspondence
 - Be comfortable balancing multiple tasks and responsibilities in an organized, efficient, and professional manner;
 - Take initiative and work independently, as well as work collaboratively with a team;
 - Be proficient in photography;
- Be proficient in Microsoft Office (Word, Excel, Outlook), Adobe, Illustrator, Photoshop;
- Be passionate about children, peace, and theatre

The successful candidate must be willing to work flexible hours, including some evenings and weekends.

Children's Peace Theatre works within an Anti-Racist and Anti-Oppression Framework towards creating a culture of peace and promotes principles of Courage, Compassion and Creativity at all levels of our work.

Children's Peace Theatre is an equitable employer and strongly encourages candidates who are members of equity seeking groups, Indigenous peoples, and people with disabilities to apply. We do regret however that at this time our City owned facility will not be wheelchair accessible until Spring 2019. At the time the main floor will become accessible but not the upstairs offices.

Staff will at all times be responsible for following safe work practices for their own safety and the safety of other staff and candidates will be required to have a police records check.

How to Apply:

Applicants should e-mail their resume with a one-page cover letter indicating their interest and qualifications to: karen@childrenspeacetheatre.org by midnight April 15, 2019 with **Summer Communications Coordinator in the subject line.**

We thank everyone for their interest, but only candidates selected for interviews will be contacted.