



**Title: Summer Event Coordinators**

**Organization: Children's Peace Theatre**

**Job Type: Summer, Full-time Contract Position (30 hours/wk)**

**Duration: 10 weeks contracts starting June 1-August 4, 2023**

**Posted: May 15, 2023**

**Start Date: June 1, 2023**

**Deadline: We will review applications as they come in until we find suitable candidates**

**Wage: \$18.50 /hour**

**This position is funded by Service 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.

#### **Peace Camp Description:**

Every summer Children's Peace Theatre (CPT) hosts Peace Camp, a three-week day camp for 40 children aged 8-13, plus up to 30 additional professional theatre artists, junior guides (13-17), guides (18+), and elders.

Located in our Taylor-Massey Creek forest retreat, Peace Camp 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.

#### **Responsibilities:**

- Support Artistic Directors to coordinate summer events-primarily Gala for Peace Camp including fundraising, ticket sales, promotion and creation of materials
- Support with daily check in of participants
- Manage snack program for Camp
- Recruit, train and support Peace Camp volunteers for Gala

- Manage petty cash
- Handle inquiries/complaints
- Work with Directors to organize logistics of final performance
- Develop and implement Communications plan including social media presence, website updates and newsletters
- Design Gala Program handbook
- Other administrative duties as required

**Qualifications:**

- Experience and Passion for coordinating community events
- Passion for Anti-racist Anti-oppression work
- Passionate about BIPOC liberation work and Land Stewardship.
- Experience working with Children and youth and families from BIPOC communities
- 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 Microsoft Office (Word, Excel, Outlook)
- Social media experience and skills
- Experience with Design specifically weebly, Adobe, Photoshop

**How to Apply:**

Applicants should e-mail their resume with a one-page cover letter indicating their interest and qualifications to [Karen@childrenspeacetheatre.org](mailto:Karen@childrenspeacetheatre.org) with **Summer Events Coordinator** in the subject line.

**Deadline: Applications will be reviewed as they come in until we find suitable candidate**

Children's Peace Theatre is an equitable employer and strongly encourages candidates who are members of equity seeking groups to apply. This position will prioritize BIPOC, **LGBTQ2SAIP** or other equity seeking applicants.

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