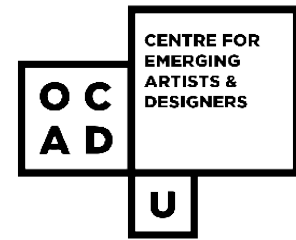


# CAREER LAUNCHER: PROGRAM ASSISTANT



## OPPORTUNITY DESCRIPTION

The STEPS initiative and the CEAD are seeking for a Program Assistant to join the dynamic team. The Program Assistant will provide support to the successful execution of cultural projects.

The STEPS Initiative is an award winning charitable cultural organization that bridges culture, community and city-building by animating unlikely spaces with unlikely partners. We seek to inspire cities across Canada and around the world to create welcoming public spaces that reflect and celebrate local community through artistic excellence and have been responsible for some of Canada's largest and most innovative public art initiatives.

## ROLES AND RESPONSIBILITIES

Supporting the curation and successful execution of cultural projects, including but not limited to:

- researching and outreaching to potential collaborating artists, sites and/or partners for future public art projects
- ensuring the tracking of trends in public art and related fields, including ensuring that project team is kept abreast to relevant news
- liaising with stakeholders, including supporting collaborating artists in facilitating community engagement activities
- contributing to the development of proposals, including but not limited to articulating the curatorial vision and developing artistic support material to articulate project merit
- documenting programming, and/or coordinating with contracted photo / video documentarians
- facilitating evaluation activities, including the development and implementation of in-person, phone or online activity-specific evaluation surveys, meetings and/or arts-based methods

Supporting communications, outreach, and promotional activities:

- working closely with Program Staff to develop outreach and communications strategies for successful execution of artist recruitment, engagement, and/or promotion
- planning and coordinating events, including but not limited to artist capacity building programming, such as skill-based workshops, mentorship opportunities as well as the development of new artist supports.
- supporting promotion/ recruitment and activities, including but not limited to calls-for-artists, capacity building opportunities for community-led groups; outreach for community program participants
- ongoing maintenance of STEPS (2) websites, including copywriting and copyediting, ensuring timely posting of new program content, adding new audio-visual content, and ensuring content is accessible in accordance with AODA guidelines
- supporting engagement outcome reports along with lessons learned to Senior Management on a quarterly basis, this includes: capturing quantitative data using event registration software, participant lists, attendance sheets, social media account analysis, and website analytics which will comprise a master Engagement Tracking System

Other activities that further the purposes outlined above including:

- representing the organization at events or external meetings
- attending events on behalf of organization, hosted by local artists and arts organizations

**RATE:** \$16.5/ hour for 24 hours/ week

**TERM:** Part-time, February - October 2019 (35 weeks)

**DEADLINE:** Monday, January 14 2019

## STEP INITIATIVE

[www.stepsinitiative.com](http://www.stepsinitiative.com)

## QUALIFICATIONS

- Must be graduated from OCAD U in 2017 or 2018.
- A team player who thrives at being independently resourceful in a fast-paced organization and recognizes that a degree of chaos is required for innovation to take place. Each day will be different, demand flexibility, comfort with ambiguity and require flexing a diverse range of skills
- Strong organizational skills, high attention to details, and the ability to organize workflow, managing expectations and meet deadlines
- A highly motivated and disciplined self-starter, community builder and cultural enthusiast, who can passionately communicate the value of public art and placemaking initiatives to diverse audiences
- An adaptable facilitator, comfortable fostering a collaborative environment among program teams and stakeholders, who sometimes have divergent interests
- A familiarity and willingness to navigate (the sometimes bureaucratic) processes required to manage successful and safe public realm projects
- Familiarity with modern outreach and communication strategies, including comfort with various social media platforms and public relations approaches
- Experience working with diverse stakeholders, including equity-seeking groups and a familiarity with equity frameworks
- Experience liaising with artists and/or arts organizations, community-led groups, and facilitating public programming.
- Can pass a Toronto Police Vulnerable Sector Screening
- Experience facilitating community consultations or evaluation processes (asset)
- Familiarity with design software, such as the Adobe Creative Suite (asset)
- Proficiency with MS Office (familiarity with both PC and Mac operating systems) and familiarity with Google and other cloud-based applications (asset);
- A licensed Province of Ontario driver (asset)

## SUBMISSION REQUIREMENTS

- Full contact information (name, phone, and email), and a confirmation of eligibility
- A current resume.
- A cover letter outlining interest and relevant background

## SUBMISSION INSTRUCTION

Please submit all written components in one (1) PDF to the attention of Tak Pham

[tpham@ocadu.ca](mailto:tpham@ocadu.ca)

## CONTACT

**Tak Pham**

Special Project Coordinator,

Career Launchers

E: [tpham@ocadu.ca](mailto:tpham@ocadu.ca)

T: 416 977 6000 x 361

[ocadu.ca/careerdevelopment](http://ocadu.ca/careerdevelopment)

Find an archive of past initiatives here:

[careerlaunchers.format.com](http://careerlaunchers.format.com)

