



INTERNSHIP CALL: Volunteer and Special Events Assistant

Title: Volunteer and Special Events Assistant

Hours: Part Time: May 1 – August 31
(approximately 20 hours per week May to mid-July, with increased hours in late July and August)

About SummerWorks

Founded in 1991, SummerWorks Performance Festival is widely recognized as one of the most important platforms for launching new work– locally, nationally and internationally. Every August, SummerWorks hosts artists and projects interested in continuously reimagining and innovating the possibilities of performance while insisting on accessibility, integrity, and professionalism. www.summerworks.ca.

Volunteer and Special Events Assistant: Description & Duties

An internship at the SummerWorks Festival gives interns an inside view of the processes and structures necessary to help produce a festival and support new work development. Interns will develop relationships with artists and festival staff, and work closely with the Volunteer Coordinator and Artistic & Managing Director to plan and execute the festival. They will also receive mentorship, free access to Festival ticketed shows, workshops and professional development seminars. An August metropass will be provided or reimbursed to each intern. We prioritize interns for hiring considerations in paid positions upon completion of internships.

The Volunteer and Special Events Assistant is an important part of our producing team. They are responsible for assisting the Volunteer Coordinator as well as assisting with the planning and execution of special events leading up to and during the festival.

The Volunteer and Special Events Assistant reports to the Volunteer Coordinator and Artistic and Managing Director.

The Volunteer and Special Events Assistant's duties include:

- Assist with maintaining the Volunteer database and online shifts scheduling software.
- Assist with preparing for and executing Volunteer training.
- Assist with recruitment and Volunteer liaising.
- Assist with the creation and implementation of Volunteer resources including the Volunteer Manual and on-site 'cheat sheets.'



- Assist in the planning and execution of special events, including the Festival Launch Party, Fundraising Gala, Opening Night/Closing Night parties, and other ancillary programming as needed.

Special Events and Volunteer Assistant: Qualifications

It is **essential** that the Volunteer and Special Events Assistant has:

- Excellent computer skills.
- Excellent organizational and project management skills.
- Able to work independently and as part of a team.
- Attention to detail.
- Excellent verbal and written communication skills.
- Familiarity with the arts.

It is **desirable** that the Special Events and Volunteer Assistant has:

- Knowledge of the goals and activities of SummerWorks.
- Familiarity with the Toronto performance community.

To Apply

To apply for the position, please email applications@summerworks.ca and provide:

- A resume of one page;
- A cover letter of no more than one page addressed to Laura Nanni, Artistic and Managing Director, that:
 - Addresses why you would like to work for SummerWorks, and
 - Illustrates how your skills, knowledge and experience match the duties and qualifications.

Please ensure that your full contact details are included in your resume and/or cover letter.

SummerWorks is committed to equality and diversity, both through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and cultures of all members of our community. We make every effort to ensure that no member of the community receives less favorable treatment in our recruitment process or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.