



JOB CALL: Administration and Fundraising Assistant

Administration and Fundraising Assistant

Part Time:	January 28 – September 31 (approximately 20 hours per week to mid-July, with increased hours in late July and August)
Fee:	\$8,700
Engagement conditions:	Independent Contractor. SummerWorks' standard Terms and Conditions of Engagement form part of this job description.

About SummerWorks

SummerWorks is widely recognized as one of the most important platforms for launching new work - locally, nationally and internationally. We are interested in continuously re-imagining and innovating the possibilities of performance- how it is created, presented and experienced. Every August, SummerWorks hosts artists and projects exploring the possibilities of performance, while insisting on accessibility, integrity, and professionalism. www.summerworks.ca. In February SummerWorks also presents Progress Festival (progressfestival.org) with The Theatre Centre, an international festival of performance and ideas. The festival is collectively curated and produced by a series of companies operating within a contemporary performance context.

Administration and Fundraising Assistant: Description & Duties

The Administration and Fundraising Assistant is an important part of our team. They contribute to the Festival development strategies, as well as assisting with the administration and producing of the Festival and organization.

The Administration and Fundraising Assistant reports to the Festival Producer and Artistic and Managing Director.

The Administration and Fundraising Assistant's duties include:

Fundraising

- Assist the Festival Producer with developing and implementing a fundraising strategy for the organization and both Festivals.
- Identify and approach potential Festival sponsors.
- Use the Festival's software to identify appropriate foundations to approach.
- Draft letters of sponsorship.
- Coordinate the organization's sponsor and donor communication and recognition.
- Keep the organization's donor database up to date.
- Assist in planning and execution of individual giving campaigns and donor appreciation events throughout the year.
- Assist in planning and implementing on site donations collections during SummerWorks

Administration

- Assist with artist correspondence and information collection for SummerWorks.
- Support planning and execution of industry-related events and activities during SummerWorks



- Assist the Artistic and Managing Director, Festival Producer and Associate Producers with the upkeep of day-to-day administrative duties (mailings, scheduling, email correspondence).
- Assist with the organization and digitizing of media coverage, reports, performance documentation for SummerWorks and Progress.
- Supporting the Artistic and Managing Director and Production Manager in the creation of programme and rehearsal schedules.
- Collation of contract information and drafting of artist and staff contracts.
- Assist in creation of templates for documents used in the Festival.
- Assist in compiling event documentation.
- Assist with compiling data for final reporting.
- Attend rehearsals and meetings, keeping minutes and action item lists as required.
- Any other reasonable duties as required.

Administration and Fundraising Assistant: Qualifications

It is **essential** that the Administration and Fundraising Assistant has:

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

It is **desirable** that the Administration and Fundraising Assistant has:

- Knowledge of the goals and activities of SummerWorks.
- Experience in writing sponsorship requests.
- Experience in contracting.
- Experience with donor databases and sponsor acquisition.
- Familiarity with the Toronto performance community.

To Apply

To apply for the position, please email applications@summerworks.ca by **Monday January 21, 2019** and provide:

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

Please list “Administration and Fundraising Assistant application” in the subject line and 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 identity, disability, race, religion or belief, age or sexual orientation.