



Toronto
Outdoor
Art Fair



JOB CALL: Volunteer Coordinator

Title:	Volunteer Coordinator
Hours:	Part Time: May 4 – June 15; Full Time: June 16 - August 16
Event Dates:	59th Toronto Outdoor Art Fair: July 10 - 12 30th Summerworks Festival - August 6 - August 16
Contract Dates:	May 4 - September 26
Fee:	\$10,000 CAD
Engagement Conditions:	Independent Contractor
Deadline to Apply:	April 3, 2020 11.59pm
Interviews:	April 15-16, 2020

Volunteer Coordinator: Description & Duties

In this position the Volunteer Coordinator will be responsible for recruiting, training and managing the volunteer portfolios for both the 59th Toronto Outdoor Art Fair July 10-12, 2020 and SummerWorks Performance Festival August 6-16, 2020. This is a shared position between both organizations, who have amalgamated two part-time positions, to create a more full time contract.

The Volunteer Coordinator is responsible for the recruitment, training, scheduling, and management of over 150 volunteers per event. The Volunteer Coordinator reports to the Managing Producer at SummerWorks and the Executive Director at TOAF.

TOAF and SummerWorks are small not-for-profit art organizations delivering large-scale, demanding and fast-paced events with modest resources. We need you to be resourceful, responsible, autonomous and have great agility and mental flexibility. Both offices are located at 401 Richmond Street West.

The Volunteer Coordinator's responsibilities include:

- Designing and coordinating the application process and call for volunteers including effective recruitment of individuals for a variety of volunteer roles.
- In collaboration with both Event teams, assess volunteer needs across the Events.
- Interview prospective Volunteer Captains and create a training plan that enables them to act as ambassadors and leaders of other volunteers.
- Maintaining and updating volunteer databases and software, including tracking information, hours, roles and event participation.

- Creation and management of Volunteer Coordinator work plan.
- Develop ways to recognize and reward volunteer efforts (example: securing partnerships with local businesses to support volunteer perks).
- Develop/update a comprehensive training presentation and volunteer handbook for each Event.
- Facilitate and run informative, energetic volunteer and captain training sessions.
- Manage volunteers and the Volunteer Schedule to ensure volunteers are well-versed and well-informed of the event, their tasks, responsibilities, break times.
- Be present at all times during the Events.

Volunteer Coordinator: Position Specifications

It is **essential** that the Volunteer Coordinator has:

- A minimum of 1 - 3 years experience in volunteer management, community outreach, event or staff management and/or front of house management.
- Agile, resourceful, and autonomous with high level organizational skills.
- Proven ability to work independently.
- Shows a willingness to work in a collaborative environment and has the ability to think creatively and propose innovative ways to solve problems.
- Exceptional communication skills and the ability to quickly form relationships.
- The ability to think big-picture while paying attention to detail.
- Excellent computer skills.
- Be available to work flexible hours.
- The ability to engage, motivate, communicate with, and lead large numbers of people.

It is **desirable** that the Volunteer Coordinator has:

- Prior experience managing volunteers in similar cultural events and festivals is an asset.
- Comfortable speaking in front of large groups of people.
- Knowledge of the goals and activities of SummerWorks and TOAF.
- Familiarity with Nathan Phillips Square and SummerWorks' venues and operations.
- Familiarity with Volunteer management software.
- Previous experience with staff and/or volunteer recruitment or marketing outreach.
- A valid driver's license.
- Ability to deal with challenges of demanding and fast-paced large-scale events.

To Apply

To apply for the position, please email careers@torontooutdoor.art by

11:59 pm Friday April 3rd, 2020 and provide:

- A resume of one page;
- 2 references with current contact information;
- A cover letter of no more than one page that:
 - Addresses why you would like to work for SummerWorks and Toronto Outdoor Art Fair, and
 - Illustrates how your skills, knowledge and experience match the duties and qualifications.

Please list "Volunteer Coordinator Position" in the subject line and ensure that your full contact details are included in your resume and/or cover letter. If you require an alternative way of

applying for accessibility reasons, please contact Rosanna at careers@torontooutdoor.art or call 416 628 8216 to discuss options.

About Toronto Outdoor Art Fair (TOAF)

Toronto Outdoor Art Fair is Canada's largest, longest running juried contemporary outdoor art fair. This free public event showcases works by over 360 contemporary visual artists and makers, ranging in medium from painting, photography, and mixed media to jewellery and ceramics, and attracts 130,000 visitors each year to Nathan Phillips Square. Toronto Outdoor Art Fair is a charitable non-profit organization.

About SummerWorks

SummerWorks is a leader, collaborator and community builder at the forefront of contemporary performance – we ask crucial questions; nurture artistic innovation; and present new works that reflect the complexity and diversity of our society. As an organization we produce two festivals annually--SummerWorks Performance Festival and Progress Festival-- supporting emerging and established artists to explore the possibilities of live performance.

SummerWorks and Toronto Outdoor Art Fair are committed to equality and diversity, both through our program of activities and as employers. 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. We warmly encourage applications from equity-seeking groups, including those who identify as Indigenous, Black, People of Colour, Transgender, Nonbinary, Queer, Disabled and intersections of those identities.