



Expanding the  
possibilities  
of performance

## JOB POSTING: Accessibility Coordinator - SummerWorks

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<b>Title:</b>	Accessibility Coordinator
<b>Hours:</b>	June 3 - August 16, 2024 A mix of full- and part-time hours
<b>Fee:</b>	\$6,000 (+ HST, as applicable)
<b>Engagement conditions:</b>	Independent Contractor

**SummerWorks expands the possibilities of performance.** We are a leader, collaborator, and community builder at the forefront of contemporary performance – asking crucial questions; nurturing artistic innovation; and presenting new works that reflect the complexity and diversity of our society. Anchored by our annual SummerWorks Performance Festival in August, SummerWorks offers creation, presentation, and learning opportunities for artists and audiences. [www.summerworks.ca](http://www.summerworks.ca).

The SummerWorks team works a combination of remote and in-person hours.

SummerWorks is committed to equity 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.

We warmly encourage applications from equity-deserving groups, including those who identify as Indigenous, Black, People of Colour, Transgender, Nonbinary, Queer, Disabled, Mad, and intersections of those identities.

**SummerWorks will work proactively through all stages of recruitment to create a barrier-free hiring process and work environment, and will strive to provide accommodations when/where possible. For specific questions related to accessibility at SummerWorks, please visit <https://summerworks.ca/accessibility/> or email [info@summerworks.ca](mailto:info@summerworks.ca).**

## **Accessibility Coordinator: Description & Duties**

The Accessibility Coordinator is an essential role on the Festival team. They are responsible for the effective integration of measures that help remove barriers to participation in the 2024 SummerWorks Performance Festival (August 1 - 11) for audiences and artists, in particular those who are Blind/low vision, d/Deaf, disabled, or Mad-identified. The Accessibility Coordinator works with Festival artists, staff, volunteers, community partners, audience members, and consultants to ensure that all Festival activities are carried out in accordance with current and appropriate best practices for creating a more inclusive and accessible SummerWorks experience for all.

*Reports to:* Managing Director & Artistic Director

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## **Accessibility Coordinator: Responsibilities**

### Concept & Planning

- a) Conduct outreach and steward ongoing relationships with Disability Arts community leaders and practitioners
- b) Attend meetings with Festival artists to provide guidance on developing greater accessibility in their Festival offerings
- c) Attend meetings with Festival artists to understand and address their individual accessibility needs
- d) In collaboration with the Marketing Manager, Festival Producer, and Patron Services Manager, review all Festival public communications (i.e. program guide, website, on-site signage, publicity materials, etc.) from an accessibility perspective
- e) Conduct site visits to plan accessible infrastructure with the Festival Producer and Patron Services Manager, where necessary
- f) Coordinate production of SummerWorks' ASL Vlog online Festival overview
- g) Update SummerWorks' living "Making Performance More Accessible" document
- h) Update/create Venue Guides for SummerWorks' 2024 Festival venues.

### Coordination & Delivery

- a) Contract, schedule, and liaise with accessibility service providers (ASL interpreters, audio describers, etc.) for SummerWorks-produced events, including opening and closing events, workshops, and industry gatherings
- b) Lead one (1) pre-Festival accessibility workshop for artists via Zoom
- c) Support with volunteer and FOH training, as needed
- d) Act as on-site point of contact for service providers during Festival
- e) In collaboration with Patron Services Manager, address audience accessibility requests and concerns, as received.

### Archival & Reporting

- a) Create written notes for all artist and stakeholder conversations, to share with relevant SummerWorks team members
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- b) Ensure all service provider invoices are received
  - c) Update contact information for service providers and community partners
  - d) Attend and contribute to Festival post-mortem meetings.
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## **Accessibility Coordinator: Qualifications**

*It is essential that the Accessibility Coordinator has:*

- Minimum 2 years experience working in Blind/low vision, d/Deaf, disabled, or Mad-identified community settings
- Strong knowledge and understanding of AODA requirements
- A passion for performing arts
- Knowledge and curiosity about ongoing disability rights/justice initiatives and practices
- High level organizational and time management skills
- The ability to work independently as well as part of a team
- Has excellent computer skills, including experience of using Google Suite, Excel, Slack, Zoom, and project management software (e.g. Airtable) at an intermediate/advanced level.

*It is desirable that the Accessibility Coordinator has:*

- Lived experience as a Blind/low vision, d/Deaf, disabled, or Mad-identified individual
  - Experience liaising with accessibility service providers
  - Experience as a practicing artist or arts and cultural worker
  - Patron or customer service experience
  - Knowledge of the goals and activities of SummerWorks
  - Basic or fluent ASL.
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## **To Apply**

To apply for the position, please email your resume to [hire@summerworks.ca](mailto:hire@summerworks.ca) by **Monday April 15**.

A cover letter is not required.

Please mention “Accessibility Coordinator Position 2024” in the subject line and ensure that your full contact details are included in your resume.

## **Alternative formats for this posting:**

For a downloadable screen reader version of this call, please click here:

Word Document in Black and White

PDF in Black and White

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