



## **Job Posting: Program Facilitator**

**Application Deadline: Ongoing**

**Rate of Pay: \$23/hr**

### **POSITION SUMMARY:**

We are currently looking for Program Facilitators to manage the programs that we offer to our communities. The ideal candidate will have experience working in a community setting and have lived experience in this capacity. We are looking for positive role models for our young participants; someone who has a desire to work with people in the Lawrence Heights area.

The Program Facilitator is a member of the Art Starts team who will be responsible for coordinating specific projects within the organization and will report directly to the Program Director. The Program Facilitator will foster a positive and engaging environment for participants while ensuring high artistic merit, impact, organizational effectiveness and accountability. The Program Facilitator promotes Art Starts' organizational culture, works in cooperation with individuals and organizations, and supports our artists and program participants to be the best they can be.

### **DUTIES AND RESPONSIBILITIES:**

The Program Facilitator is responsible for all tasks and duties related to the successful implementation of their assigned programs using a broad, community-oriented framework as their guide. Program Facilitators report to, receive support from and work with the Art Starts Program Director.

#### **Program Management**

- Design programs and workshops with art facilitators to engage diverse cultural backgrounds and age groups
- Work with Art Starts' Program Director to collaboratively develop the artistic vision with residents, based on community needs
- Facilitate effective outreach and community consultation

- Balance responsiveness to community needs alongside artistic excellence
- Ensure an inclusive, emotionally and physically safe program environment for participants and staff
- Meet project goals and identify, address and troubleshoot barriers that may arise
- Manage, organize and contribute to collaborative and interconnected projects & initiatives
- Actively participate in professional development activities
- Track and report project goals and grant deliverables to Art Starts and Community Stakeholders
- Identify, address and troubleshoot challenges and conflicts that may arise
- Attend relevant meetings

### **Artistic Vision**

- Hire experienced and high quality art facilitators, collaboratively develop an artistic vision for their workshops based on community needs and aspirations
- Support art facilitators to work responsively with community participants within Art Starts mandate of building community based arts initiatives

### **Communication & Facilitation**

- Communicate effectively with participants, community residents and other stakeholders to determine program direction, needs and interests
- Communicate Art Starts mandate to program participants
- Suggest project changes and interventions to achieve project goals
- Respond to all stakeholders in a timely, clear and respectful manner
- Advise and give support to staff when resolving issues

### **Supervision**

- Hire, provide direction and oversee project team: art facilitators, program assistants, volunteers, etc. with guidance from the Program Director
- Constructively and tactfully manage conflict and resolve problems

### **Financial Management**

- Monitor and manage program expenditures while adhering to budgets
- Suggest project changes and interventions to achieve project goals

### **Reporting, Administration & Documentation**

- Submit program reports following final program date
- Ensure each project is documented through photos, video and/or participant testimonials
- Ensure all appropriate releases are signed (photo/video, field trips, etc.)
- Oversee evaluation process with support from Art Starts

## **Qualifications**

- 2+ years experience in program coordination
- Experience in working with children and youth from marginalized communities
- 2+ years experience in not-for-profit arts or community organization
- Experience working with other partners and liaising with different stakeholders
- Superior communication, project management and organizational skills
- Administrative and reporting experience and attention-to-detail
- Familiarity with community-engaged arts sector in Toronto and understanding of art-making in a community context
- Strong understanding of the issues affecting underserved Toronto neighbourhoods
- Team player, with ability to work independently
- Availability evenings and some weekends as required
- Access to a vehicle is an asset

## **ABOUT THE ORGANIZATION:**

Art Starts creates vibrant Toronto neighbourhoods through community-building arts initiatives. We inspire long-term social change by using the arts to engage residents, collectively work to overcome challenges and create a shared sense of identity. Our collaborative approach to art-making celebrates communities, nurtures resilience, cultivates life skills and inspires personal growth. Established in 1992, Art Starts is recognized as one of Toronto's leading community arts organizations. The Toronto Arts Foundation recognized Art Starts with its Arts for Youth Award.

## **HOW TO APPLY:**

Send resume & cover letter to [hr@artstartsto.com](mailto:hr@artstartsto.com) with **Program Facilitator** listed in the subject line. We regret that only those applicants to be interviewed will be contacted. No phone calls please.