



Position Title	Program Assistant	Posting Date	June 1, 2022
Job Type	1 Year Independent Contractor	Application Deadline	Ongoing until filled
Rate of Pay	\$17.50/Hour 14 Hours/week	Start Date	June 2022

POSITION SUMMARY

The Program Assistant is responsible for supporting tasks and duties related to the successful implementation of programs. The Program Assistant reports directly to the Program Coordinator and works in cooperation with the Community Program Manager, artists and program participants.

SCOPE OF WORK

Program Administration

- Responsible for tasks and duties related to the successful implementation of assigned programs using a broad, community-oriented framework as their guide
- Ensure that attendance is taken at each class
- Actively assist the Artist Educator when needed
- Ensure that art materials are appropriately packed when needed
- Ensure that art materials and nourishment are provided for each program
- Assists in special projects when required
- Offer support to participants when needed

Communication

- Maintains existing and evolving relationships with the community, local artists, media and community arts organizations
- Alerts the Program Coordinator of any issues that arise during programs

Outreach

- Provides program outreach support for all programs
- Assists the Program Coordinator when needed (event support, gathering materials etc)

Administration

- Participates in project meetings and planning sessions when required
- Assists the Artist Educator with their administrative needs
- Assists with program evaluations
- Consults the Program Coordinator when needed

EDUCATION AND EXPERIENCE REQUIREMENTS

- Education or relevant work experience in community arts programming and administration
- Proof of a current and valid Vulnerable Sector Screening will be required

KNOWLEDGE AND SKILLS REQUIREMENTS

- Ability to work inclusively and collaboratively with diverse communities
- Good organization and planning skills
- Strong oral and written communication skills
- The ability to be a team player and also work independently
- A good understanding of Google Workspace
- Availability evenings and 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

Submit resume and cover letter (in one document)
with **Program Assistant** listed in the subject line to hr@artstartsto.com

We regret that only those applicants to be interviewed will be contacted.

Interviews will be conducted virtually.

No phone calls please.

Art Starts is an equal opportunity employer and is committed to diversity and inclusiveness in the workplace. If you require accommodations during the hiring or interview process please email hr@artstartsto.com with your request.