

Position Description

Job title:	Summer Event Planner
Reports to:	Executive Director
Works with:	Program staff, volunteers
Wages:	\$15/hour
Hours:	30 hours per week for 9 weeks

Overview

The South Simcoe Arts Council is a not-for-profit organization and registered Charity. Our mission is to foster the cultural enrichment of South Simcoe by developing a widespread appreciation of, support for, and involvement with the arts. We promote “Arts for All” because we believe that participation in the Arts is integral to building healthy individuals and thriving communities. We strive to reduce and remove barriers that prevent people from participating in the arts.

The purpose of the Event Planner will be to help plan and run art events and workshops throughout the summer.

Duties and Responsibilities

The Event Planner will:

- Work closely with program staff to plan, advertise and deliver summer art programs for children.
- Be responsible for creating a detailed program, schedule, budget and marketing plan.
- Engage with children and communicate with families regarding workshop details
- Assist and facilitate workshops taught by guest artists
- Be lead instructor for many of the workshops for children
- Help plan SSAC participation in community events, scheduling and communicating with artists and volunteers as needed.

Qualifications

Candidates should:

- Be between 15- 30 years of age.
- Have an interest in the Arts and experience teaching children.
- Be a team player who is has good organizational and communication skills.
- Be comfortable taking initiative and working independently.
- Present a positive and enthusiastic attitude.
- Be legally entitled to work in Canada.

Orientation and Training

- Training/support will be provided by the Executive Director and Education Coordinator.