

Event Planning Coordinator



Date Posted: May 13, 2024

Application Deadline: May 31, 2024 at 11:59PM

Interviews: June 10 - 14

Start Date: July 2, 2024

Salary: \$18.80 per/hr

Location: Hybrid, remote and in-person work

Term: Full-time 30 hrs per/week for 9 weeks

Organization's Field/Discipline: The Arts

Job's focus: Creative and Administrative

Career Level: Entry

About Lakeshore Arts

Lakeshore Arts is a not-for-profit community arts organization that is dedicated to engaging the local communities of Etobicoke through a variety of art forms as a way of enriching people's lives and strengthening communities. We believe community arts contribute to the holistic health of a community, and offer unique and innovative opportunities to engage in positive social change by connecting people to the arts. LSA values equity, diversity, inclusion, transparency and respect.

Job Description

The successful applicant will assist with the planning and execution of Lakeshore Arts' Summer and Fall events, in collaboration with the other staff members. The Event Planning Coordinator will have the opportunity to hone their skills in outreach, public speaking, and marketing by representing Lakeshore Arts in different communities and public settings, and with different stakeholders. They will gain experience and practice in project budgeting, delegation, meeting facilitation, and evaluations through all stages of the development and realization of a creative, inclusive, community building and fundraising event.

Responsibilities

Responsibilities for the Event Planning Coordinator will include creating and tracking a project management matrix, considering all aspects of event planning from beginning to end. The successful applicant will be tasked with creating to-do lists, sourcing supplies, writing correspondences, communicating goals, assisting in sponsorship applications, managing invitation lists, updating project budgets, assisting with the creation of marketing materials, engaging with vendors and evaluating events. The employee will attend weekly project and all-staff meetings, and will receive mentorship from the Operations Manager of Lakeshore Arts.

Qualifications

- Be 15 to 30 years of age and legally entitled to work in Canada.
- Some education or professional experiences in a related discipline (Hospitality, Event Management, Project Management, Fundraising, Non-Profit Management, etc.).



- Familiarity with, or a passion for, arts and culture.
- A strong understanding of equity, diversity and inclusion frameworks, and a willingness to learn more.
- Ability to organize workflow, multitask and meet deadlines under minimal supervision.
- Demonstrated strong organizational skills.
- Experience in working collaboratively, ability to adapt and learn new skills.
- Strong communication skills, including speaking, reading, writing, and copywriting.
- Proficiency in Mac operating systems and G-Suite.
- Ability to work from home (access to the internet). A laptop with necessary programs and software will be provided for applicants within the Greater Toronto Area.

Why Join Us

We are a team of passionate community arts professionals, driven by our mission to develop transformative and socially engaged community arts programming. As a team we value creative thinking, collaboration and believe in supporting one another. We are committed to the health and well-being of our staff, volunteers and program participants. We also value learning and encourage ongoing professional development, network building and mentorship opportunities.

Additional Info

We know an effective organization and workplace culture is developed through mutual respect and believe that equity, diversity and inclusion are crucial to our shared success. LSA is an equal opportunity employer and we approach hiring practices through an anti-racist, anti-oppressive, equity lens and pledge to: include a salary range or rate of pay in job postings when possible, provide transparency in hiring timeline and dates, offer an opportunity for feedback for candidates who attend interviews, make any accommodations possible during the recruitment and hiring process and continually make improvements to break down barriers to employment.

Please note, our office is in a second story walk-up that is not wheelchair accessible or may be difficult to navigate for those with mobility limitations. Although this position will be hybrid (in-person and remote work online) there will be dates where it is mandatory to work in-person, if government, health & safety directives and recommendations allow for this.

LSA is located in Etobicoke/Adobigok (Place of the Alders in the Ojibwe language). This territory was subject of the Dish With One Spoon Wampum Belt Covenant and we are grateful to have the opportunity to live and work in this territory alongside many Indigenous people from across Turtle Island.

For more information about Lakeshore Arts, please visit our website: www.lakeshorearts.ca

Application Process

We invite qualified applicants to apply via the online portal linked below by May 31st at 11:59PM. Interested applicants should submit a cover letter and resume as a single pdf of no more than 3 pages maximum. Applications will not be accepted by email. No phone calls please. While we appreciate the interest of all applicants, we can only communicate with those shortlisted for an interview.



[Apply Here](#)

In all aspects of the selection process, accommodations are available upon request. Please make requests to ed@lakeshorearts.ca with the subject line "Event Planning Coordinator accommodations request."