



LAKESHORE ARTS

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LAKESHOREARTS.CA
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CONNECTING COMMUNITIES
THROUGH ART

Seniors' Program Coordinator (Contract)

Date Posted: March 25, 2025

Application Deadline: April 22, 2025

Interviews: First: April 28 - May 2; Second: May 12 - 16

Start Date: May 26, 2025

Compensation: \$30/hr, 20 hours per week

Region: Etobicoke

City: Toronto

Term: Contract term 40 weeks from May 26, 2025 to March 13, 2026

Organization's Field/Discipline: Arts, Administration

Job Type: Hybrid

Career Level: Intermediate

Organization:

Lakeshore Arts is a registered charitable not-for-profit community arts organization, and one of six LASO's (Local Art Service Organizations), dedicated to engaging all peoples using multidisciplinary art forms as a way of enriching lives and strengthening Etobicoke's communities. We believe community arts contribute to the holistic health of a community, and we offer opportunities to create positive social change through connecting people with others and to themselves. The organization values accessibility, transparency and mutual respect.

Job Description:

Lakeshore Arts is embarking on a new Seniors' program called Crimson & Craft: Seniors Art Connect, which is a program that will be designed by seniors for seniors in their communities. Although all are welcome to apply, LSA will be prioritizing hiring a senior (age 55+) as the Seniors' Program Coordinator.

Reporting to the Program Manager, the Seniors' Program Coordinator will be responsible for coordinating the Crimson & Craft program from beginning to end. They will conduct a consultation process with interested seniors, and plan an arts-based program taking the results into account. The successful candidate will hire a facilitator, support the program, plan a showcase, and conduct program evaluations. Finally, they will ensure that the program goals of increasing social inclusion of senior participants are prioritized throughout all phases of the program.

Major Duties and Responsibilities:

- Establish and maintain program partnerships with appropriate venues or organizations.
- Initiate and facilitate a consultation process with a group of up to 20 seniors.
- Identify potential senior (age 55+) Artist Facilitators and support a hiring process for the program's Artist Facilitator, taking into account the results of the consultation process.
- Draft contracts and agreements from templates for partners, facilitators, photographers, etc.
- Contribute to marketing and outreach plans for participant recruitment.
- Create detailed plans for the program in collaboration with Artist Facilitator, and keep thorough records of program developments.
- Source and purchase supplies and materials for the program, keeping receipts, and adhering to program budget.
- Plan and execute an exhibition or showcase of works created in the program.
- Keep record of hours worked and meet regularly with LSA staff.
- Write a program evaluation report after the program is complete.

Job Requirements:

- Post-secondary education in arts administration or related field.
- 2+ years of experience coordinating programs or managing projects.
- Demonstrated experience working with adults and/or seniors, and making accessibility accommodations.
- Demonstrated experience in updating and working within budgets, and basic financial record-keeping.
- Experience in event or exhibition planning.
- Ability to work both independently and collaboratively.
- Strong collaborative, interpersonal skills, communication skills and the ability to receive constructive feedback.
- Detail oriented, extremely well organized, and able to manage time in a busy environment.
- Working knowledge of anti-oppression, equity, intersectionality, and accessibility.
- Interest in and knowledge of various arts practices, particularly community arts.
- Comfortable with G-Suite (Google Drive, Google Docs, Google Sheets), or willingness to learn.
- Good computer skills (word-processing, spreadsheets, email, file storage and organization).
- Access to a car is an asset.

Additional Info:

Why Join Us:

We are a team of passionate community arts professionals, driven by our mission to develop 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 the ongoing development of strong networks, professional development and mentorship.

We know an effective organization and workplace culture is developed through mutual respect and believe that diversity and inclusion are crucial to our shared success. LSA is an equal opportunity employer and we approach hiring practices through an 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 on a second story walk-up that isn't wheelchair accessible or may be difficult for those with mobility limitations. **To request accessibility accommodations in your application process, please contact: ed@lakeshorearts.ca**

LSA is located in Etobicoke/Adobigok (Place of the Alders in the Ojibwe). 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

How to Apply

Please submit your application by filling out the questionnaire at the link below.

You will be prompted to upload:

- a cover letter and resumé in PDF format. Applications with no cover letter will not be considered.

[Apply Here](#)