



## We're Recruiting For An...

# Education and Outreach Coordinator (13-month term)

The Education and Outreach Coordinator works closely with the Arts Education team to ensure the successful delivery of the Centre's arts education and heritage programs. Arts Education and Heritage play a vital role in building community support for the Confederation Centre of the Arts, and the Education and Outreach Coordinator is tasked with maintaining these relationships.

Reporting to the Director of Arts Education and Heritage, the Education and Outreach Coordinator is a key member of the Arts Education team. This highly organized, detail-oriented individual ensures that the various Arts Education programs and activities are supported in the areas of student registration, communication and scheduling. This is a term contract (full time, 13 months).

Responsibilities include but are not limited to:

### Communications

- On-going communications with parents, students, and teachers;
- Schedule outreach activities (e.g., visits to schools, school and community tours at the CCOA) and maintaining an up to date contact list of schools and community organizations;
- Field phone calls, emails, and drop-ins pertaining to Arts Education and Heritage;
- Liaise with other departments to schedule use of CCOA spaces for Arts Education and Heritage programs;
- Communicate with and support program instructors.

### Program Administration

- Accept and process registrations for classes, PD Day camps, workshops and tours;
- Confirm and collect payments for the activities mentioned above;
- Prepare class lists;
- Assist with show preparations;
- Assist with program preparation and wind-up;
- Studio organization and inventory management (costumes, art supplies, etc) within the Arts Education department;
- Working on a flexible schedule (including days, evenings, and weekends as required) according to operational needs (ie: registrations, classes, performances, etc.);
- other duties as required.

The ideal candidate will have:

- Excellent organizational and project management skills;
- A friendly and approachable demeanor with children and adults alike;



- Experience and training in at least one artistic discipline (visual arts, dance, music, theatre, etc)
- Excellent communication skills with a range of different demographics/stakeholders;
- Proficiency with Windows and Microsoft Office (Word, Excel, Outlook);
- Ability to work independently with little or no supervision and prioritize efficiently.

The following would be considered an asset:

- Bilingualism (French/English), and/or other languages (Mandarin, Spanish);
- Experience in other areas of the Performing Arts

### How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at [careers@confederationcentre.com](mailto:careers@confederationcentre.com) or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodation to candidates for all aspects of the recruitment and selection process.

**Closing Date: June 28, 2024 at 4 pm**

Posted Date: **Friday, May 8, 2024**

Wage Scale: \$40,000 - \$45,000 dependent on qualifications. This is a temporary 13-month full-time position.