

**MT Space**

16 William St W, Upper Narthex
Waterloo ON / N2L 1J3
519.585.7763 | info@mtspace.ca

Artistic Director

Pam Patel

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Office Administrator

Bronwyn Blakley

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Company Manager

Bó Bárdos

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Assistant Artistic Director

Sarah Nairne

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Arts Administrator

Lizzie Song

lizzie@mtspace.ca

Festival Producer

Jenna Winter

jenna@mtspace.ca

Production Manager/Festival Designer

B.C. Batty

bryan@mtspace.ca

MT Space is a not-for-profit registered
charity in Canada.

86219 2291 RR0001**JOB OPPORTUNITY****Application Deadline:** June 18, 2021**Job Title:** Volunteer Coordinator**Term:** July 12, 2021 – October 15, 2021 (14 week contract position – summer jobs)**Salary:** \$15.25/hr x 20 hrs/week**Location:** Waterloo/Online

MT Space is a multicultural theatre company based in the Waterloo Region. Our company was built off of the need to have more inclusive spaces for theatre, and we take time to learn from theatre practices around the world while immersing ourselves in rich cultural perspectives beyond the traditional theatre experience.

We are seeking youth to join our team through Canada Summer Jobs, with an extension to part-time through the fall due to COVID-19, who can help us start our preparations for our upcoming IMPACT21 Festival in September 2021.

Duties:

The Volunteer Coordinator will work throughout the summer to collect and manage volunteers to assist with ensuring our IMPACT21 Festival runs smoothly. They will report directly to the Office Administrator and Festival Producer.

- Coordinate with marketing to put a call-out for volunteers early summer
- Attend local networking events (in-person or online, COVID-19 permitting) to find volunteer networks
- Collaborate with the local volunteer network to create applications for volunteer positions
- Work with marketing to set up a volunteer action page on the MT Space website

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- Keep organized tracking sheets for volunteer roles with appropriate volunteer information, and ensure this is accessible to the MT Space/IMPACT21 Festival team
- Work closely with the Office Administrator and Festival Producer to manage volunteer staff based on festival needs
- Direct volunteer staff into specific roles and make appropriate changes as needed based on volunteer strengths
- Assisting the Logistics Coordinator with tasks leading up to and during the festival
- Attending weekly staff meetings
- Other tasks as assigned

Job Requirements:

- Experience working with Microsoft Office and Outlook for Business an asset
- Experience working with and managing large numbers of volunteers/staff needed
- Experience working within the arts an asset
- Education in the fields of Hospitality, Event Planning, HR Management, or Communications preferred

This position is funded through the Canada Summer Jobs program. In order to be eligible for this position, applicants MUST:

- Be between 18 and 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with the relevant provincial or territorial legislation and regulations.

You do NOT have to be a student.

MT Space is dedicated to providing equal opportunities for all applicants, but priority will be placed on candidates who are IBPOC, newcomer/refugee, and other members of visible minorities.

Due to COVID-19, this position will take place online until restrictions are lifted by the government and all parties feel safe to be present in the office (Waterloo, ON). MT Space is committed to providing quality

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employment for artists while following the guidelines set by our federal and provincial governments on safety practices during these unprecedented times.

**This job will require internet access and a computer. MT Space is dedicated to ensuring this position is accessible to all candidates, so if you do not have the above, please reach out and let us know so that we may look for an appropriate accommodation.

APPLICATIONS SHOULD BE SENT TO JOBS@MTSPACE.CA

Posted By: Bronwyn Blakley, Office Administrator

For more information: www.mtspace.ca

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