

**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:** Open until position is filled**Job Title:** Public Outreach & Development Coordinator**Term:** Until December 31<sup>st</sup>, 2021 when a review will be performed and contract will be up for renewal (contingent on available funds)**Salary:** \$20/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 someone to join our team to help us with public outreach and community engagement. We are seeking someone with experience in this field who can help us with our preparations for our upcoming IMPACT21 Festival in September 2021.

**Duties:**

This position is supported by funding from the Ontario Trillium Foundation's Resilient Communities Fund. As such, the responsibilities of this position will consist of, but are not limited to, the below points:

- Reconnecting with communities who used to be frequent patrons and participants at MT Space, while rebuilding our audience base
- Assist in achieving short-term outcome of promoting current, upcoming, and online programming in order to gradually earn revenue by way of ticket sales, donations, and guaranteed fees
- Experiment and test different approaches to engaging different publics, with the aim to fully implement a digital and community outreach strategy for our IMPACT21 Festival in September 2021
- Evaluate various approaches and garner feedback from patrons and participants on an ongoing basis through outreach and surveys

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- Work towards overarching goal of Public Engagement & Development position being fully supported and embedded as part of MT Space's long-term operations
- Other tasks as assigned

**Job Requirements:**

- Experience reaching out to and engaging with racialized and marginalized communities
- Experience working in the arts preferred
- Education in Communications, Fine Arts, or Public Relations would be considered an asset, but not mandatory
- Experience working with Microsoft Office and Outlook for Business an asset
- Experience working with Canva Design and Photoshop an asset
- Experience with social media (Facebook, Twitter, Instagram, TikTok, etc.) and outreach associated with these platforms an asset

*Although not mandatory, applicants are encouraged to share a portfolio of previous work.*

**This position is funded through the Ontario Trillium Foundation Resilient Communities Fund Grant. In order to be eligible for this position, applicants MUST:**

- At least 18 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.

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 employment for artists while following the guidelines set by our federal

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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](mailto:JOBS@MTSPACE.CA)**

Posted By: Bronwyn Blakley, Office Administrator

For more information: [www.mtspace.ca](http://www.mtspace.ca)

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