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**JOB POSTING**

**Youth Coordinator**

**Contract: 52 Weeks**

**Start Date: April 2, 2024**

The Centre for Indigenous Theatre exists to provide theatrical training informed by traditional artistic expression, teaching and values, while creating an environment that encourages cultural exchange of practices and techniques between Indigenous Nations and communities.

The Centre for Indigenous Theatre embraces the spirit, energy and inspiration derived from the culture, values, and traditions of Indigenous people. From these roots, we seek to elaborate a contemporary Indigenous performance culture through training and professional development opportunities for emerging and established Indigenous theatre artists.

# Duties:

The Youth Coordinator will join CIT for the 2024-2025 academic year. The successful candidate will be responsible for coordinating outreach initiatives and youth program development. Working closely with the Managing Director, Outreach and Development Coordinator and Community Engagement Coordinator, the candidate will play a key role in CIT’s main operations with particular attention given to youth program development, production and delivery as well as maintaining CIT community partnerships and programming. Specific job duties may fluctuate throughout the year depending on the needs of the fall and winter semesters, workshop programming, info-session programming, grant and financial support needs, students and faculty recruitment as well as the schedule of our outreach partners in support of youth outreach activities within their organization and communities. Ideal candidates will approach their role with an eagerness to learn and adaptability should project, opportunities and/or primary objectives change.

Build Personal and Organizational Capacity in the area of Youth Outreach and Arts Administration

* Coordinate activities associated with project administration for youth.
* Coordinate and promote programming related to workshops for student participants and Indigenous youth
* Work closely with the Program Coordinator to ensure delivery of program info sessions and youth content submissions
* Outline and project coordination for workshops and school initiatives
* Work with CIT’s Managing and Artistic Directors to coordinate the production of shows, workshops and events during the pre-production, production and post-production stages students perform; ensuring the delivery between departments will also be required and satisfactory to CIT standards in support of youth specific promotional activities
* Develop project plans and outcomes, discuss, and follow up with the Managing Director
* Foster and facilitate project outcomes
* Collaboration and partnership building with Indigenous Communities
* Create strong communication links between all parties involved in a myriad of student projects and collaborations
* Develop networks and connections within the Indigenous performing arts community and non-profit sector
* Work directly with other social service and arts organizations within the city
* Participate in grant writing for programming and project continuity
* Help to maintain CIT’s media archives and cloud-based servers documenting project outcomes and youth engagement
* Communicate between departments and leaders within CIT to ensure tasks are completed effectively and efficiently
* Participate in project financial management and funding reporting for the school as well as sourcing potential funding opportunities for youth program sustainability and enhancement
* Forward weekly reports to the managing director of completed tasks and next goals
* Assist faculty and students with filming and video production needs
* Participate in mentoring and extra training with CIT’s collaborators and facilitators, as needed
* Search for potential partnerships and collaborations
* Conduct community outreach cold calls and initiatives
* Coordinate marketing of shows, workshops and initiatives with Project Coordinator, Administrative Assistant and Managing Director

# Required Skills & Experience:

* Experience working with Indigenous youth
* Experience in project coordination, development, and program delivery
* Exhibits a knowledge and keenness for digital technology
* Demonstrates a foundation of knowledge regarding Indigenous culture and practices.
* Strong problem-solving skills
* Strong written and verbal communication skills
* Strong organizational and coordination skills
* Ability to change work plans and strategy as needed
* Ambition to understand how things work and operate and how to improve them.
* Familiarity with Microsoft office and Google suite including email
* Familiarity with Adobe creative suite programs (Photoshop, Premiere, After Effects, InDesign) an asset
* Familiarity with OBS and Blackmagic ATEM broadcasting equipment an asset
* Familiarity with cloud-based media archiving and external memory hardware an asset
* Understanding of Indigenous Arts Community an asset
* Experience in grant writing an asset
* 22 years of age and older, and/or post-secondary graduate

**Potential candidates must be First Nations, Inuit or Metis and reside within the GTA.**

**Applicants must be registered with Miziwe Biik Aboriginal Employment and Training.**

**Email your cover letter and resume to: managingdirector@indigenoustheatre.com**

**No telephone calls please.**

**Deadline: March 29th, 2024 at 5:00 pm**

**The Centre for Indigenous Theatre wishes to acknowledge that this position has been made possible through funding provided by Miziwe Biik and Service Canada.**

