



Title: Summer Events and Communications Coordinator
Organization: Children's Peace Theatre
Job Type: Full-time Summer Contract Position 30 hours a week
Duration: 12 week contracts starting June 10-August 30, 2024
Deadline: May 31, 2024
Wage: \$22.00/hourly

This position is funded by Service Canada. Candidates must meet the following requirements:

- Be between 18 and 30 years of age at the start of the employment;
- Have been registered as full-time students in the 2017-2018 academic year and intend to return to school on a full-time basis in the next academic year;
- Be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Peace Camp:

Every summer Children's Peace Theatre (CPT) hosts Peace Camp, a three-week day camp for 45 children aged 8-13, plus up to 30 additional professional theatre artists, junior guides (13-17), guides (18+), and elders.

Located in our Taylor-Massey Creek forest retreat, Peace Camp involves the creation, rehearsal, and production of an original professional-calibre play about peace and conflict, developed from the stories and imagination of the child campers. In the final week there are several public performances, including a popular and well-attended gala presentation.

In addition to Peace Camp, Children's Peace Theatre hosts a series of events for youth including open mics and workshops.

Responsibilities:

- Work collaboratively with the Peace Camp Coordinator and other program coordinators to plan and execute summer events including the Peace Camp Gala

- Manage all aspects of the planning and execution of events and performances relating to Peace Camp, including community outreach, the recruitment and training of volunteers, event planning and management
- Under the supervision of the Artistic Director implement a fundraising campaign to solicit donations and sponsors for the Gala
- Design promotional materials such as flyers, posters, newsletters and e-mail campaigns and update the CPT website as needed
- Provide general administrative support, including e-mail, answering phones, taking and relaying messages and office management
- Other administrative duties as required

Qualifications:

- Experience with graphic design and social media
- Possess excellent interpersonal, time management, and communication skills
- Be able to work comfortably and effectively with a diverse group of staff, volunteers, and the general public on the telephone, in person, and via written correspondence
- Be comfortable balancing multiple tasks and responsibilities in an organized, efficient, and professional manner
- Take initiative and work independently, as well as work collaboratively with a team
- Be proficient in Microsoft Office (Word, Excel, Outlook), Adobe, InDesign, Weebly and other design programs
- Be passionate about children, peace, and theatre

How to Apply:

Applicants should e-mail their resume with a one-page cover letter indicating their interest and qualifications to **info@childrenspeacetheatre.org** with **Transformative Justice Coordinator** in the subject line.

Deadline May 30, 2024

Children's Peace Theatre is an equitable employer and strongly encourages candidates who are members of equity seeking groups to apply. We do regret however that at this time our City owned heritage building is not wheelchair accessible.

We thank everyone for their interest, but only candidates selected for interviews will be contacted.