

**Part-time Contract Employment Opportunity w/ Local Arts
Organization - AlgomaTrad Now Accepting Resumes**

Assistant Festival Coordinator, Part-Time

The Assistant Festival Coordinator will work with, and under the guidance of, AlgomaTrad's Artistic Directors and Board to help design, organize, and implement a 3-day Cabane-à-Sucre-themed festival in 3 communities in central Algoma, including Sault Ste. Marie, St. Joseph Island, and Blind River/Elliott Lake, that will occur March 24-26, 2023.

The Applicant should:

- Have experience with Arts program administration and implementation; event, timeline, and budget management and marketing; and working with artists and the public
- Have previous experience working with the Algoma region Francophone community and be bilingual in French and English
- Be comfortable with using online social communication platforms and media in both French and English
- Have extensive knowledge of the geography, demographics, and diversity of Algoma Region communities
- Be community-minded and comfortable working with all ages
- Be familiar with and understand the mission and mandate of AlgomaTrad.
- Be willing to engage in other festival-related responsibilities and duties as the Artistic Directors require.
- Have a valid driver's license and be able to travel to Central Algoma region (Sault Ste. Marie to Blind River, including St. Joseph Island)
- Be able to work flexible hours for 20 weeks between November 28, 2022 and April 14, 2023 (Some evening and weekend hours are required)
- FEE: \$6,000 or pro rata (final hours to be determined, approximately 200 hours total)

Resumes accepted by email or mail until **Friday, November 18, 2022, 4:30PM**. Not all applicants will be called on for an interview.

AlgomaTrad

RE: Assistant Festival

Coordinator

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AlgomaTrad operates in compliance with Public Health orders and guidelines.

Funded by the Government of Ontario.

