

Coordinator, Community Partnerships & Programs

Reporting to the Director, Community Partnerships & Programs, the Coordinator, Community Partnerships & Programs will develop strong connections within the community to support and execute programming that highlights a diverse range of artistic talent and reflects the diverse landscape of Toronto. The incumbent will provide support to the CPP team, contribute to the accessibility of various initiatives, and will be responsible for assisting with a wide variety of programs ranging from the Free Concert Series, in-school/community artist residencies, PD sessions for classroom teachers, March Break programs, and summer programming. This role will be an integral part of the CPP Department, responsible for managing, supporting and/or executing the coordination of multiple portfolios and special events.

This hybrid role will require the candidate to work in-person at both the Four Seasons Centre for the Performing Arts, and the COC administrative offices for approximately two to three days a week.

KEY RESPONSIBILITIES

- Work with the CPP Department on collaborative programming and cross-departmental initiatives
- Create and maintain exceptional relationships with community partners and artists as well as cultural and educational organizations both locally, nationally, and internationally
- Champion under-represented voices, and represent and engage with diverse and BIPOC communities through culturally responsive programming
- Administrative support for the **Free Concert Series** portfolio
- Oversee internal and external communication for **Opera Makers** portfolio
- Support the Director, CPP in executing the new revamp of **Youth Opera Lab**
- Support the Manager, CPP in executing **Teen Council** portfolio
- Support the Manager, CPP with planning and execution of all summer programming
- Manage/maintain administrative duties for **COC Go, COC PD Workshops for Classroom Teachers** and **March Break** Programming
- Take over the minutes for the CPP weekly staff meetings
- Ordering, purchasing, and maintaining inventory of required program supplies
- Support digital programming and assist with technical duties, as needed
- Assisting with final year-end reports
- Other duties, as assigned

KEY REQUIREMENTS

- Strong background in either music, education, or the performing arts
- Emotional intelligence: the ability to harness interpersonal relationships judiciously and empathetically and apply critical thinking and problem-solving skills to tasks
- Superior written, oral, and interpersonal skills, including high level of comfort with public speaking
- Strong project management skills, including the ability to prioritize tasks and effectively meet multiple deadlines.
- Detail-oriented: acute attention to detail while working under pressure and the ability to work independently in a fast-paced environment
- Minimum one to three years of professional experience in arts administration and/or education
- Willingness to work flexible hours including evenings and weekends
- Successful candidate will be required to obtain a Vulnerable Sector Verification
- Qualified individuals should articulate a strong commitment to diversity and have the ability to work effectively with teaching artists, arts workers, community stakeholders, educators, and other individuals from diverse backgrounds

ABOUT THE CANADIAN OPERA COMPANY

Based in Toronto, the Canadian Opera Company is the largest producer of opera in Canada and one of the largest in North America. The COC enjoys a loyal audience support-base and one of the highest attendance and subscription rates in North America. Under its leadership team of General Director Perryn Leech and Music Director Johannes Debus, the COC is increasingly capturing the opera world's attention. The COC maintains its international reputation for artistic excellence and creative innovation by creating new productions within its diverse repertoire, collaborating with leading opera companies and festivals, and attracting the world's foremost Canadian and international artists. The COC performs in its own opera house, the Four Seasons Centre for the Performing Arts, hailed internationally as one of the finest in the world. Designed by Diamond Schmitt Architects, the Four Seasons Centre opened in 2006. For more information on the COC, visit its award-winning website, coc.ca.

APPLICATION PROCESS

Interested persons are invited to submit their resume and cover letter, no later than **Sunday, August 7, 2022** to:

applications@coc.ca

As Canada's largest opera company, the COC deeply values equity and diversity across all levels of the organization and believes in fostering an inclusive, discrimination-free environment that fully supports our team's personal and collective success. We are committed to building a workforce that reflects our community, our city, and our country and, in turn, the COC welcomes applicants from all backgrounds and abilities who share and embrace these values of anti-racism and inclusion.

The COC is committed to providing accommodations for people with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

The Canadian Opera Company thanks all applicants in advance, however, only those considered for an interview will be contacted. No phone calls or agencies please.

Date Posted: July 12, 2022