



Job Description	Coordinator, Performing Arts	Job ID	PROG-04
Employment Type	Permanent Part Time	Hours Per Week	25
Reports To	Manager, Performing Arts	Direct Reports	None
Vacation Accrual	15 work days based on hours	Vacation Pay	N/A
Pay Type	Hourly	Paid Health Days	12/year accrued
Health + Dental	All other employees	Life Ins. + ASI	All other employees
RRSP/TFSA Cont.	\$750.00	Flex Days	0
Team Membership	<input type="checkbox"/> Senior Management	<input type="checkbox"/> Leadership Team	<input checked="" type="checkbox"/> Frontline Team

The Role

Our artists live with disabilities of varying forms but come to our performing arts program because they want a safe place to express themselves through movement. To help them meet this goal, our Coordinator, Performing Arts (CPA) will support the Manager, Performing Arts (MPA) with the necessary administrative and technical support for our performing arts initiatives.

The CPA works closely with the Manager, Performing Arts to understand and support the artistic needs of our participants and works to support our strategic direction. The Manager relies on the CPA to help implement a program plan that looks at the advancement of our artists through training/creation programs related to performing arts.

Tasks & Responsibilities:

A. Programming (60%)

1. Support project specific details such as costuming, archiving rehearsal footage, booking spaces.
2. Work with the MPA to determine class registration limits, length, frequency, and scheduling.
3. Report any safety concerns to the Safety Officer or the Manager, Operations and Artistic Services.
4. Promote community classes through local outreach, social media, and partnerships with community organizations.
5. Manage registration, track attendance, and gather feedback from participants to improve future offerings.
6. Attend and support in-studio rehearsals, ensuring that all logistical needs are met.
7. Manage rehearsal schedules, coordinating with MPA, artists, supports and other associated staff.
8. Set up and break down rehearsal spaces, organize props, costumes, and technical equipment.
9. Provide real-time support during rehearsals, addressing immediate needs or issues.
10. Documentation and reporting as required.

B. Administrative Support (20%)

1. Written and verbal communications as directed by the Manager, Performing Arts or other project lead personnel.
2. Communications related to both rehearsals and community classes, including schedules, updates, and feedback.
3. Liaise with artists and their supports to communicate program and/or project details such as dates, times and locations, expectations, travel and event information.
4. Maintain records of class attendance, participant feedback, and any necessary adjustments.
5. Assist with budgeting and tracking expenses related to community classes and rehearsals



6. Arranging bookings and schedules of various parties necessary to the success of the project (e.g. venues, participants, interpreters, etc.).
7. Assisting with or coordinating marketing and promotional material selections.
8. Other administrative tasks and duties as assigned by the project lead.
9. Support outreach initiatives to engage a diverse range of community members in performing arts activities.
10. Organize community feedback sessions or surveys to gather input on class offerings and potential new programs.

C. Performances and Other Event Assistance (20%)

1. Coordinate logistics for community performances or showcases.
2. Liaise with event staff and volunteers to ensure smooth operations during community events.
3. Assist with all National accessArts Centre performances and other events as requested.

D. Expected Behaviours

- Adhere to the NaAC's Code of Conduct at all times; behave respectfully and without discrimination
- Actively support and participate in the NaAC's initiatives to promote diversity, equity and inclusion
- Take initiative to learn about the NaAC, its goals, and its artists
- Demonstrate willingness to adapt communication and teaching style to meet unique and individual needs
- Demonstrate a commitment to artists' autonomy over their creative decisions
- Actively attend, engage, and participate in meetings as required
- Respond to all organizational email correspondence in a timely manner
- Complete all mandatory training on time
- Participate in team building events
- Respond to NaAC surveys and requests for information
- Demonstrate a positive attitude; be willing to resolve conflicts respectfully and in a timely manner

QUALIFICATIONS

Required Skills + Abilities

- Formal training in performing arts or demonstrated experience working in a progressive and collaborative arts environment, performing arts company, or equivalent.
- Ability to communicate effectively in English, both verbally and in writing
- Basic skills in Microsoft Outlook, Word, and SharePoint; Zoom
- Ability to learn technical software to record and file videos and other visual media
- Able to work some evenings and weekends.

Additional Skills + Abilities Considered Assets.

- Experience working with individuals with physical and/or developmental disabilities.
- Exemplary verbal and written communication skills.
- Basic ASL

Required Personal Characteristics

- Patience and empathy.
- Passion for helping artists achieve their goals in all elements of the artistic process.
- Mature attitude and ability to work autonomously in a collaborative environment.
- Ability to work under pressure and problem solve positively and effectively.



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- Desire and ability to work as part of a team – collegial attitude towards working on a team; conflict management resolution; committed to no conflict but not avoiding – instead resolving as it comes up
- Desire and will to support artists’ learning of specific mediums or styles while accounting for their unique abilities and access needs.
- Curious about hearing or learning from others as well as sharing ideas.
- Able to think beyond the scope of what is known (e.g. creative solutions to adapting tools to different physical/ sensory challenges).
- Highly organized and capable of following up on assigned duties in a timely manner
- Energetic and positive approach to tasks/taking initiative/something about not being negative/ never have a “that’s not my job” attitude/ don’t wait to be told what to do.

Please email cover letter and resume to Christine McGrath Christine.mcgrath@accessarts.ca