



ALTERNATIVE ARTS COMMITTEE COORDINATOR ROLE DESCRIPTION

Purpose:

The Alternative Arts Committee programs and coordinates all literary, visual/media arts, live music, dance and theatre events held during Pride Week (excluding the eight outdoor stages over Pride Weekend)

The role of the Alternative Arts Coordinator is to work in association with the Arts & Entertainment Program Manager to develop a vision for and expand the platform of literary, visual/media, theatre, dance and music artists throughout Pride Week. They will chair a series of discipline specific Programming Collectives and work with these Collectives to source, book and schedule artists.

This list is a sum of what the committee is responsible for. It is intended to be split between two coordinators and be completed with the help of other committee members as appropriate.

Term of position and hours per week required:

There are two Coordinators on the Alternative Arts Committee. Each Coordinator is appointed to a two-year term, and each position requires a commitment of approximately 10 - 15 hours per week from August through to March, and approximately 15 – 20 hours per week from April to June.

Responsibilities:

- Reports to the Arts and Entertainment Program Manager
- Works with the Arts & Entertainment Program Manager to develop vision for alternative arts during Pride Week
- Works with Programming Collectives to curate, organize and support existing alternative arts programs (ie: Pride Slam, Pride Video Project, Proud Voices, etc.)
- Networks with local arts community to build relationships with artists and organizations to develop current and future events
- Works with Programming Collectives to organize all of the logistical operations required to hold the exhibits/events, including: liaising with venues, and managing the necessary volunteers required for the event
- Negotiates and develops artist contracts in association with Arts & Entertainment Program Manager
- Acts as a main point of contact for all scheduled artists to answer their questions or direct them to other committees as appropriate
- Is available Pride Week (Including Pride Weekend) to manage events and acts as an ambassador to artists
- Works with the Programming, Artist Relations and Hospitality, and Production and Technical Management Committees to facilitate an integrated festival plan



Outline of Responsibilities as a Coordinator with Pride Toronto:

1. Demonstrate and support Pride Toronto's Mission, Vision, Values and Strategic Direction
2. Work as a team member with the other Committee Coordinator (if applicable), staff and Board Members
3. Manage the Committee
 - Create and facilitate the work of the Committee; working with the Volunteer Program Manager to find suitable volunteers to work on the committee
 - Maintain and update the work plan on monthly basis
 - Hold regular Committee meetings, arrange agendas, notify participants, maintain meeting minutes and store records of meetings in the appropriate folder on the Pride Toronto server
 - Submit personal and Committee time sheets to the Volunteer Program Manager monthly
 - Manage any issues that arise within the Committee, and update staff liaison on the progress of the Committee
 - Define roles and responsibilities for all Committee members/volunteers and provide training where necessary with staff support
 - Update and maintain Committee training manuals with staff support
 - Ensure open and timely communications with other Committees
4. Manage the Committee Budget adhering to the following requirements:
 - Before purchasing products a written quote must first be secured
 - A written contract must be completed for products or services
 - Coordinators do not have the authority to bind Pride Toronto to any contracts without staff approval
 - Written approval is required from a Pride Toronto staff member before making a purchase exceeding \$100
5. Mentor potential 'future Coordinators'
6. Attend monthly Pride Toronto Coordinator Meetings and prepare Budget updates, Workplan updates and general Committee updates in advance of those meetings and submit these updates to staff liaison
7. Provide an end-of-year summary report and attend a debriefing meeting with staff
8. Attend workshops/training sessions that are provided
9. When possible, attend Pride Toronto General Meetings



Skills required:

- Must be 18 years of age or older and have a Police Records Check completed (please see the PRC Volunteer screening policy).
- Broad knowledge of and familiarity with Toronto's arts community, with a particular focus on LGBTTIQQ2S artists.
- Ability to motivate a team of volunteers
- Excellent work ethic and ability to meet deadline and work under pressure.
- Manage a budget and meet objectives
- Excellent organizational, communication and interpersonal skills.
- Community-minded

Pride Toronto – Mission

Pride Toronto exists to celebrate the history, courage, diversity and future of Toronto's LGBTTIQQ2S* communities.

*Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Queer, Questioning, 2 Spirited

Application Process:

Please submit your resume to:

Pride Toronto
Erin Kelly
Volunteer Program Manager
Volunteer_program@pridetoronto.com

Tel: 416-927-7433 ext. 227

Fax: 416-927-7886

Pride Toronto adopts and upholds the City of Toronto's policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics by or within the organization.