



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Arts Program Coordinator

Classification:	Regular Full-time	Rate:	\$38,855 – \$63,372
Hours:	35 hrs/wk.	Location:	30 College St.

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

Position Summary

Under the direction of the Supervisor, Native Youth Resource Centre, the Arts Program Coordinator will:

Program Coordination

- Under the direction of the supervisor, review, analysis, oversight and development of all 7th Generation Image Makers (GIM) programming;
- Support visiting artist instructors and knowledge keepers in lesson planning, as well as develop curriculum that they will teach when outside instructors are not facilitating;
- Co-develop potential new 7th Generation Image Makers programs with supervisor and funding proposal writer.

Development

- Develop, implement and coordinate all 7th GIM programming;
- Liaise with internal staff and teams as well as partner organizations, visiting artist instructors and knowledge keepers to deliver workshops in a variety of artistic disciplines;
- Develop programming for in-house NCFST events including but not limited to Doors Open Toronto and the NCFST POW Wow Poster Artwork;
- Liaise with external organizations and community partners to encourage collaborations;
- Provide one-one support for youth artists with their portfolio development, including but not limited to Artist CV/Bio/Statement writing, grant writing, job and post-secondary applications, exhibition submissions and commissioned projects;
- Maintain consistency on 7th GIM social media accounts through posting of flyers and photography from programming;
- Plan and coordinate all offsite trips associated with specific programs and projects. This includes site booking, food ordering and securing additional staff supports to supervise youth participants;
- Plan and coordinate events associated with exhibition openings, mural unveilings and live painting activations;
- Curate all art displays and installations related to 7th GIM site activations and art exhibitions.

Outreach

- Conduct outreach and promotional strategies to recruit new youth participants and art-related and non-art related events;
- Represent 7th GIM and Native Child and Family Services of Toronto at a community level;
- Responsible for all 7th GIM outreach and will manage both long-term and new community partnerships with partner organizations as well as new youth artists, and artist instructors.

Administration

- Maintain a database of youth, artist instructor, and knowledge keeper contacts within and outside of the Aboriginal community;
- Maintain records of all aspects of programming including but not limited to budgeting, youth applications, surveys, and photographs of artist works;
- Organize material inventory, and order materials required for all 7th GIM programming. This includes occasional offsite shopping and dropping off of materials at various internal and external sites;
- Ensure safe and secure practices are in place for the pricing and sale of works produced in 7th Generation Image Makers;
- Comply with provincial and occupational health and safety legislation, regulations, policies and procedures;
- Other related duties as assigned.

Qualifications

- Post-secondary education in the Arts or a related field. Alternatively an equivalent combination of education as an artist working with Aboriginal youth will be considered;
- Art teaching experience or experience in a community-engaged Arts program essential;
- Experience in Adobe, Media Arts, Mural Arts, and/or traditional crafts considered an asset;
- Artist Portfolio required;
- Pass a Vulnerable Sector Police Record Check;
- High level of literacy in Aboriginal culture(s), and in urban Aboriginal issues;
- Knowledge of community engagement strategies, specifically related to at risk urban Aboriginal youth;
- Knowledge of the Aboriginal visual arts community and history;
- Curatorial & exhibition experience considered an asset;
- Entrepreneurial knowledge and understanding of ethical business practices in the arts;
- Knowledge of CARFAC – union of artists considered an asset;
- Ability to work with Aboriginal youth in a community context;
- Ability to work independently as a leader and self-starter;
- Function within a team approach to service delivery;
- Strong public speaking and presentation skills;
- Strong organizational skills;
- Strong interpersonal and community outreach skills;
- Fine art skills;
- Understanding of diverse arts materials and practices;
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships;
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation;
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

If you are interested in this job opportunity, please apply by email on or before **January 23, 2020** hrcfst@nativechild.org quoting reference number **#20-01-14**

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.