

**ENGAGEMENT COORDINATOR
FOR MASS CULTURE/ MOBILISATION CULTURELLE'S CONSULTATIONS**

Remuneration: \$3000 for a ten month (10 to 15 hours per month) contract to be paid in three installments upon signing, mid-way, and upon completion.

Start Date: August 2019

Reports to: Robin Sokoloski & Kathryn Geertsema

Position: Engagement Coordinator

Term: Contract

Deadline to apply: July 10, 2019

Job Description

Mass Culture/Mobilisation Culturelle is looking for three (West Coast, Prairies, East Coast) versatile individuals who operates with maturity, enjoys community-based practices as well as fast-paced and flexible working environments. This person must enjoy being immersed in convening and collaborating spaces, be dedicated to connecting the arts and culture sector, and have an understanding and passion for the arts sector.

Each regional Engagement Coordinator will be tasked in coordinating four Mass Culture in-person Gatherings (<https://massculture.ca/gatherings/>) in partnership with local partners between September 2019 and April 2020. Although a convening model has been developed ([Quick Guide](#)) , we encourage creativity to ensure engagement and inclusion.

Requirements

- Detail oriented
- Demonstrates strong analytical and consultation skills
- Experience in convening groups, online and in-person
- Possess interpersonal, presentation and communication capabilities (written and verbal)
- Able to work both independently and on a team
- Exceptional leadership and time management skills
- Exhibits creative thinking and sound decision making abilities
- Problem solving and risk management experience
- Able to manage project budget
- Ability to speak multiple languages - desired

Responsibilities

- Take part in three sessions with all of Mass Culture/ Mobilisation Culturelle's Engagement Coordinators
- Plan, coordinate and promote Mass Culture/Mobilisation Culturelle's four in-person consultations over 2019/2020
- Collect and compile data for each Gathering
- Contribute towards the further development of Mass Culture/ Mobilisation Culturelle's toolkits for consultation facilitators and regional hosts
- Foster strong relationships with arts and cultural communities
- Identify current arts and cultural themes and issues in order to develop opportunities for research
- Assist in the planning and execution of promotion for Gatherings

Hours of Work:

This position is a ten month contract. Hours of work are flexible and dependent upon activity, averaging approximately 10 to 15 hours per month over 10 months.

Send Cover Letters and Resumes to info@massculture.ca with "Engagement Coordinator" in the subject line. Specify if you are applying for the West Coast, Prairie, or East Coast region.

What is Mass Culture - www.massculture.ca

Through a healthy network and a robust research support system, Mass Culture supports the development and promotion of arts research that will enable Canada's arts and cultural sectors to connect and make informed decisions towards a future in which the arts thrive.

The initiative is guided by some key principles which include:

- **Mutual Respect:** cultural pluralism and diverse perspectives engaging the work.
- **Access:** an ongoing practice of defining and improving access with communities.
- **Decent Work:** implement and evaluate Mass Culture's decent work practices in service to the sector, our team(s), and each employee.
- **Reconciliation and Relationship Development:** making collaborative action toward mutually beneficial goals between Indigenous and non-Indigenous communities.
- **Relations:** deepen relationships and creative approaches that address the needs of the sector across generations.

- **Stability:** ongoing evaluation to improve Mass Culture's work. Commit to sustainable practices in operations, programming, and projects.
- **Integrity:** conducting ethical research, collecting accurate data, valuing transparency, and embracing debate.

Mass Culture/Mobilisation Culturelle will provide a work environment in which all individuals are treated with respect and dignity. We strive to provide an accessible selection process and workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the process, please let us know and we will work with you to meet your needs.