



Evaluation Project Coordinator – Internship / Placement

Time: 300 hours over 2019
(Schedule can be decided to best suit the individual)

Location: Workspace available at Playwrights Guild of Canada.
401 Richmond St. W. Suite 350

Contract: Part-time paid position for the summer

Job Description:

Mass Culture is currently offering an opportunity for a student to work with our team and partners to develop an evaluation framework for the organization and its activities.

This project will build on the evaluation methodologies that Mass Culture has created to-date, and audit these methods for efficiencies, strategy and sustainability. The deliverables will include 1) a framework document with practical approaches, using concepts such as developmental and network evaluation and, 2) development and/or recommendations of evaluation tools that the organization can use moving forward. In addition, to further enrich this learning opportunity, the intern will work with and be mentored by the Ontario Trillium Foundation's Evaluation and Learning Specialist.

The position requires a mature, versatile individual who can work in a vigorous, collaborative environment. A strong candidate will demonstrate a capacity to be self-directed but not afraid to ask for help, and be able to manage up to multiple leaders and network stakeholders. This person must possess a strong ability to anticipate tasks, pay close attention to details (big and small), and have a strong commitment to seeing projects through to completion. An interest in networks, systems change and stakeholder engagement are considered strong assets.

This position requires somebody who can come to 401 Richmond St. West., Toronto ON.

Requirements:

- Enthusiastic individual with an interest in research and evaluation
- Exceptional writing skills
- Detail-oriented and highly organized
- Knowledge of Google Drive (Docs and Sheets) an asset
- Strong interpersonal and relationship building skills.
- As this is linked to the Summer Experience Program, eligible applicants must be under 30.

Additional Information:

Mass Culture joins people together, ensuring all communities have the ability to mobilize and benefit from arts and culture research.

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.

Please send resumes and cover letters to info@massculture.ca

www.massculture.ca