

Job Posting:
Events & Access Coordinator - State of the Arts III



This is a **temporary, part-time contract** position.

Start date: June 2018

End date: April 2019

Salary: \$7000

Schedule: Work will occur over a period of 42 weeks, with an anticipated average of 7 hours of work per week (slightly less in Summer 2018; slightly more in Fall 2018 and Winter 2019)

Work arrangement: Flexible schedule and remote work arrangements possible. Evening and weekend work may be required in Fall 2018 and Winter 2019.

Language(s) of work: Excellent oral and written English; intermediate oral and written French; knowledge of additional languages will be considered an asset.

About ELAN

[ELAN \(English Language Arts Network\)](#) is a non-profit organization devoted to helping Quebec's English-language artists connect with one another, with their francophone colleagues, and with audiences in Quebec, Canada, and internationally. Our members include artists and organizations representing many artistic disciplines and regions of Quebec. ELAN encourages an evolving Quebec identity that celebrates social, cultural, and artistic diversity.

Job Description

ELAN was conceived in 2004 at the State of the Arts community consultation, which brought together over 200 English-speaking artists, cultural workers, and decision makers. The second State of the Arts summit in 2011 further strengthened these links and sparked ongoing collaborations.

Recognizing that community needs and priorities have changed, ELAN is planning a third State of the Arts consultation beginning in Fall 2018 and culminating in a one-day summit in March 2019. State of the Arts III will open the floor to artists, cultural workers, and other stakeholders in order to facilitate coordinated action towards improved conditions for all artists in Quebec.

With State of the Arts III, ELAN aims to:

- offer English-speaking arts communities a platform to articulate needs, concerns, hopes, and desires to service organizations, funders, and other stakeholders - and to each other;
- actively make space for voices that have been marginalized in the arts;
- facilitate learning and knowledge transfer between generations of artistic leadership;
- produce actionable recommendations to improve conditions for Quebec artists and arts organizations.

In close collaboration with the State of the Arts Project Manager, and supervised by ELAN's Program Manager, the Events and Access Coordinator will book venues, hospitality, technical support, and other support personnel, and coordinate registration for a series of community consultation activities, including focus groups, a survey, and a one-day summit. They will assist the Project Manager and ELAN staff in implementing inclusive and accessible consultation activities that meaningfully engage a wide variety of English-speaking arts communities.

Responsibilities

- Work with Project Manager and ELAN staff to identify priorities and potential barriers with respect to accessibility and inclusion at State of the Arts events
- Research accessible venues, service providers, technical requirements, support personnel, etc. for events in Montreal and other locations in Quebec, documenting and sharing findings with Project Manager and ELAN staff
- Book venues and make arrangements with service providers, technical requirements, and support personnel as necessary (e.g. sign language interpretation, whisper translation, childcare, etc.)
- Work with Project Manager to engage potential partners and sponsors
- Coordinate registration for focus groups and one-day summit
- Assist in communication and promotion of activities
- Assist in preparing agendas, activities, and documentation for March 2019 summit
- Other project-related tasks as necessary

Necessary Qualifications

- Strong familiarity with Quebec arts and culture sector, particularly English-speaking arts communities
- Experience or deep understanding of challenges facing marginalized English-speaking artists in Quebec
- Understanding of issues related to equity, diversity, inclusion, and accessibility in the arts
- Excellent oral and written English
- Intermediate oral and written French
- Excellent interpersonal communication skills
- Ability to conduct research, organize and document information
- Strong organizational skills: ability to prioritize and follow through on a variety of tasks
- Capacity to work autonomously

Desired Experience

ELAN recognizes that successful candidates could come from a variety of experiences and backgrounds. Candidates with experience in one or more of the following areas are welcome to apply:

- Research
- Event planning
- Arts administration
- Artistic practice in any discipline
- Knowledge of languages other than English and French will be considered an asset.

We encourage candidates to highlight additional qualifications they feel are relevant to the job description, including non-traditional skills and experience.

ELAN is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. We strongly encourage applications from members of the Government of Canada's job equity groups (i.e. persons with disabilities, visible minorities, Aboriginal peoples, and newcomers to Canada), and from all groups who experience marginalization. We encourage applicants to self-identify in their cover letter if they are comfortable doing so.

Accessibility

Unfortunately ELAN is not located in a fully accessible building. There is a wide doorway at the front entrance, and five steps in the lobby leading to the elevators. There is a cement ramp at the back entrance which leads to the elevators. There are wheelchair-accessible washrooms two floors below ELAN's office. For further information, call 514 935 3312 or email admin@quebec-elan.org.

How to Apply

Apply ASAP. Applications will be reviewed beginning May 30, 2018.

Please email the following to Amy Macdonald (Program Manager) at amymacdonald@quebec-elan.org:

- **CV/Resume** in **Word or PDF** format
- **Cover letter** in **Word or PDF** format
 - In your cover letter, please detail your interest in the position, and highlight your qualifications and experience as they relate to the position.

We appreciate the time and energy candidates put into this process. We will contact all candidates by mid-June to update them on the status of their application. **If you have any questions about your candidacy, or if you would like assistance, please call 514 935 3312 or email amymacdonald@quebec-elan.org.**