

Public Energy Performing Arts Job Posting
Community Programming and Outreach Coordinator



Date Posted: July 5, 2021

Application Deadline: August 2, 2022 at 10am

Start/End Dates: August 15, 2022 (flexible) to December 9, 2022.

Salary: \$22/hour

Location: 140 Charlotte Street, Peterborough, ON.

Term: Part-time (25 hours/week)

Public Energy is committed to diversity and inclusion in the workplace. We will be prioritizing applications from Indigenous people, people with disabilities, new Canadians, people of colour, and members of the LGBTQ2S+ community.

About Public Energy: Founded in 1994, Public Energy is Peterborough's leading performing arts presenter/producer. Our mission is to act as a cultural catalyst in the community, bringing risk-taking artists and diverse audiences together around innovative works of dance, theatre and interdisciplinary performance.

About the job: This is a new contract position corresponding to Public Energy Performing Arts's Fall programming season. The Community Programming and Outreach Coordinator manages our work with the local/regional community in two areas: a) our support for the development of area artists, including our local artist-in-residency program, and b) our outreach and education initiatives connected to our residency and presenting programs. The Community Programming and Outreach Manager will animate our presentations, residencies and outreach activity with the goal of broadening their participation and impact on the community.

Duties include:

- Develop and implement outreach and educational programming that could include, but not limited to: workshops, master classes, artist talks, and podcast interviews, delivered either in person or online.
- Support the work and development of our artists in residence.

- Develop partnerships with community organizations to expand audiences and participants.
- Assist in the delivery of marketing for our presentations and outreach activities.

Qualifications:

Education: University degree or community college diploma or equivalent.

Experience: A minimum of three years' experience in community development and/or working in the performing arts is an asset.

Skills Required:

- Demonstrated ability to be self-motivated, set and meet deadlines, work under pressure, and exercise sound judgment in setting priorities
- Ability to work flexible hours in a non-traditional work environment
- Excellent oral and written communication skills
- Passion for the performing arts and mission of Public Energy Performing Arts

Workplace COVID-19 accommodations. Workplace policies at Public Energy have been established to conform with COVID-19 protocols for office work, including the option of working from home.

How to Apply:

Applicants are asked to forward their resume or CV, cover letter, and names and contact information of two (2) references to bill@publicenergy.ca

Contact Info:

Name: Bill Kimball, Executive Director

Email: bill@publicenergy.ca

Website: www.publicenergy.ca