



the tett

Centre for Creativity & Learning

Job Title:	Outreach and Development Coordinator
Job Type:	Contract, 6-Month Term
Hours of Work:	37.5 hours per week
Hourly Rate:	\$21.00 to \$23.00 per hour
Opening Date:	January 12, 2023
Closing Date:	February 2, 2023 5:00pm

The Tett Centre for Creativity and Learning (TCCL) is a charitable arts organization operating the historical J.K. Tett Centre on Kingston Ontario's waterfront. The TCCL fosters creativity and learning in the arts by providing a unique opportunity for arts enthusiasts, professional artists, students, visitors and the Kingston community to come together in a vibrant setting offering an exceptional range of creative and engaging activities.

The TCCL is seeking a creative, highly motivated Outreach and Development Coordinator. This individual will work closely with the Tett Staff team to evaluate and develop community programming, build fundraising capacity, and adapt arts-enriched programming and community event content to creatively fulfill the Vision, Mission, and Mandate of Kingston's community arts centre. The successful candidate will be a self-starter and able to work independently and as a Tett Staff team member, while reporting to and under the direction of the TCCL Director. This position is funded by the Ontario Trillium Foundation.

Duties and Responsibilities Include:

- Research and identify new funding opportunities for the TCCL
- Provide grant writing assistance
- Administration of contact management software, including data entry and managing donor database
- Work with Tett staff to evaluate the TCCL's existing programming and engagement models, identifying service gaps and participation barriers; provide recommendations for improvement
- Gather, analyze, and report key metrics that will inform TCCL's communications, programming, and fundraising plans
- Work with Tett staff to adapt arts-enriched programming and community event content
- Assist with program delivery, where applicable
- Other duties as assigned

Job Requirements

EDUCATION & EXPERIENCE

- Bachelor's degree or three-year college diploma in relevant arts discipline
- Formal training or successful equivalent experience in arts education
- Training or successful equivalent experience in fundraising and/or communications
- 3-5 years administrative experience

KNOWLEDGE, SKILLS & ABILITIES

- Able to work independently and as an effective team member in a cooperative manner with all members of staff, resident organization members, resident artists, volunteers, and outside agencies
- Strong written and oral communication and interpersonal skills
- Sound knowledge of fundraising strategies and best practices
- Strong database creation and management, with excellent organizational skills
- Proficient in Microsoft Office desktop applications such as Excel, Word, and PowerPoint with high attention to detail
- Familiarity with contact management systems, social media, and communications software
- Expertise in program evaluation and adaptation
- An artistic flair and expertise in successful arts program creation and management
- Knowledge of the concepts of effective community engagement
- Current knowledge of and sensitivity to Equity, Diversity, and Inclusivity for the Arts and Culture Sector
- Ability to be flexible in a dynamic environment
- Knowledge of video conferencing programs (e.g. Zoom, Google Meet, Microsoft Teams)
- Ability to administer meetings and communicate effectively on video conference platforms
- Must be able to obtain and maintain a satisfactory CPIC (Criminal Record Check including Vulnerable Sector) at own expense
- High level of competence in customer service and dealing with the public

Interested applicants are invited to submit an electronic cover letter and CV/resume to Brianne Franklin, Director of the Tett Centre for Creativity and Learning at: director@tettcentre.org with the subject line 'TCCL Position' by 5:00PM EST on February 2, 2023. Only those selected for further consideration will be contacted.

The TCCL is an equal opportunity employer and is *committed to fair and accessible employment practices. We strongly support and value diversity in the workplace.*

Information collected will be handled in accordance with the Freedom of Information and Protection of Privacy Act.

For more information about the Tett Centre for Creativity and Learning, visit www.tettcentre.org