

PLACEMAKING COORDINATOR

Job Type: Contract

Application Deadline: April 29, 2024

Duration: May 6, 2024 - July 28, 2024

Hourly Rate: \$20.00



Hamilton Festival Theatre Company is looking for a driven, community-minded, collaborative **Placemaking Coordinator** to join our team. Reporting to the Executive Director, and supported and supervised by core festival staff and a team of two assistants, the successful applicant will be responsible for the planning, logistics, and management of the Hamilton Fringe Festival's large-scale public outdoor placemaking activations - the Fringe Club and Fringe On The Street.

Job duties and responsibilities include:

- Working in close collaboration with core Hamilton Fringe staff while leading a small placemaking team including the Fringe Club Assistant and Placemaking Assistant.
- Developing, scheduling, implementing and managing all outdoor events related to the 2024 Hamilton Fringe Festival placemaking programming, including Fringe Club and Fringe On The Street
- Liaising with provincial, City of Hamilton, and local BIA representatives to ensure all necessary permits and licenses are secured
- Planning, coordinating, executing and adjusting audience and event participant outreach strategies before and during the festival
- Managing and overseeing Fringe Club and Fringe On The Street staff and volunteers (in collaboration with core Hamilton Fringe staff and Volunteer Coordinators)
- Overseeing and ensuring smooth day-to-day operations of placemaking activities
- Maintaining a welcoming, safe and secure environment for all event participants and attendees
- Ensuring all COVID-19 protocols in place at the time of the festival are adhered to, which may include masking mandates, physical distancing, increased sanitation measures, and capacity limits.
- Working with community partners and stakeholders to ensure positive and meaningful engagement with neighbourhood inhabitants and businesses
- Providing thoughtful feedback using the SWOT (Successes/Weaknesses/Opportunities /Threats) method at project completion to help the organization learn and grow.

Applicants MUST meet ALL of the eligibility criteria for the Young Canada Works program:

- You are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- You are legally entitled to work in Canada (have a valid social insurance number);
- You are between 16 and 30 years of age inclusively at the start of employment; and
- You are a college or university graduate (certificate, bachelor's, master's or doctorate).

Applicants SHOULD meet MOST of the following job-specific criteria:

- Have experience in onsite event management.
- Have experience in live performance production.
- Be able to troubleshoot and problem-solve in a fast-paced environment while maintaining a friendly demeanor.
- Have experience assembling and leading a small team to complete a project.
- Have experience and/or interest in community-building through the arts.
- Have experience and/or interest in arts administration.
- Have a working knowledge of task management systems and software (such as Asana).
- Have some familiarity with web-based office software (Google docs, WhatsApp, etc)
- Have excellent multitasking skills.
- Be self-motivated in completing tasks and meeting deadlines.
- Exhibit critical thinking and problem-solving skills.
- Be a collaborative worker and a team player.
- Maintain good time-management skills.
- Have a highly-developed set of interpersonal and communication skills (written and oral).

DEADLINE TO APPLY: April 29th, 2024.

INTERVIEWS: Week of April 29th, 2024.

TERM OF EMPLOYMENT: May 6, 2024 - July 28, 2024.

HOW TO APPLY:

Please send a cover letter and resume by April 29th, 2024 to christopher@hftco.ca with 'Placemaking Coordinator' in the subject line. Please state whether or not you meet YCW program requirements in your cover letter. Please submit files in a single PDF file, using the following naming format: your first name_your last name.pdf. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.

ABOUT HFTco & Hamilton Fringe:

Hamilton Festival Theatre Company (HFTco) strives to make theatre accessible to both audience members and theatre makers and is committed to fostering both the development of professional artists and an appreciation of the arts in the region. HFTco public arts programming includes the flagship 12-day unjuried Hamilton Fringe Festival, the community-embedded winter festival Frost Bites, and year-round Artist Development programs and public workshops.

The Hamilton Fringe Festival is the region's largest theatre festival, running for 12 days each July and activating 11+ indoor and outdoor locations across downtown Hamilton, Ontario. Every summer, the festival welcomes 50+ performance companies from the local, national, and international arts community, presenting more than 400 performances in our partnered venues. This high-impact summer festival is presented at locations across Hamilton, partnering with a diverse range of local stakeholders, drawing more than 15,000 attendees, and engaging more than 150 volunteers each year.