

## **JOB TITLE: RESIDENCY LOGISTICS & FESTIVAL COORDINATOR**

**APPLICATION DEADLINE: JULY 1<sup>ST</sup> 2017**

**JOB START DATE: AUGUST 1<sup>ST</sup>, 2017**

### **JOB OBJECTIVE**

Mik<sup>w</sup> Chiyâm is an interdisciplinary enrichment program that aims to increase student retention and attachment to school by reinforcing personal identity through artistic expression. Our aspiration for the program is to inspire First Nations youth by creating contexts for students to collaborate with professional Canadian Indigenous and non-Indigenous artists. Artists are integrated into school and community based programming through intensive multi-week creative residencies throughout the academic year. You will work directly and collaboratively with the full Mik<sup>w</sup> Chiyâm team. We are an administration team of under 10 employees and were founded in 2015. We like to think of ourselves as a team of educators, dreamers and artists. Our head office is located in St. Henri, Montreal.

We are seeking a new member for our team in the role of Residency Logistics & Festival Coordinator. This is a one year contract with potential for renewal. The Residency Logistics & Festival Coordinator works directly with the Program Director, Financial and Logistics Officer and our Mik<sup>w</sup> Chiyâm Artists to coordinate artist and team travel, materials ordering and delivery, residency and team calendars, communication with school CEA's and Administrative Teams regarding artist accommodations, travel, airport pick-up etc. In the second part of the year, the Residency Logistics & Festival Coordinator will coordinate the Mik<sup>w</sup> Chiyâm end of year festivals which will be taking place in Northern Quebec and Vancouver, British Columbia at the First Nations School Association Conference.

The perks of this role are receiving professional development and training where needed, having a semi-flexible work schedule, and working with a dynamic team of professionals, educators, artists, and students. The challenges of this role come with the demanding learning curve for integrating the program into multiple schools, both returning and new, and communicating with multiple parties at the same time. The current team is made up of four employees, which is projected to grow to 7 next year. The Residency Logistics & Festival Coordinator works directly under the Financial and Logistics Officer who in turn reports to our Program Director. The team in general describes themselves as think-outside-of-the-box-ers, passionate and dedicated.

### **DUTIES AND RESPONSIBILITIES**

#### **Residency Logistics Coordination**

- Direct communication with Artists re: travel, accommodations, materials lists, etc
- Booking Mik<sup>w</sup> Chiyâm team and artist travel and accommodations
- Routing travel between communities with several airlines, while trying to keep costs as low as possible
- Up-keeping residency calendars, sending updates when needed
- Preparing residency materials lists
- Creating and up-keeping inventory lists per school classroom and artist house
- Communicating with suppliers and processing orders
- Retrieving and organizing reimbursements forms
- Supporting the Financial and Logistics Officer when needed

### **Festival Coordination**

- Revising and disseminating student application and travel info forms
- Communicating with teachers regarding student travel, accommodations & pertinent information
- Booking musicians and local artists with the support of our Executive Director & local contacts
- Booking Mik<sup>w</sup> Chiyâm team and artist travel and accommodations
- Booking local caterers
- Working with a local festival assistant
- Ordering merchandise and promotional goods

### **Mik<sup>w</sup> Chiyâm Team Logistics Coordination**

- Supports the Mik<sup>w</sup> Chiyâm team with workflow, calendar updates and scheduling
- Role as the secretary in charge of board meeting minutes - inputting action items into calendar and Trello
- Developing systems and forms to keep track of information
- Any other duties or functions required by the direct supervisor

### **QUALIFICATIONS AND REQUIREMENTS**

- Excellent communication and interpersonal skills
- Two (2) or more years of relevant experience
- Strong organizational, planning and follow-up skills
- Self-starter; results-oriented, assertive and energetic
- Willing to travel to communities (August school tour + Festival)
- Adaptable, flexible and willing to take on tasks to support other team members when needed
- Semi-flexible work hours (you manage your own schedule - usually Monday-Friday but may have to work some weekend hours in extraneous circumstances, with notice)
- Fluency and proficient in spoken and written English
- Experience with and proficiency in Microsoft Office (Word, Excel) and Google Drive (Docs, Sheets)
- Criminal background check

### **Other Qualifications that are an Asset but not Required:**

- Understanding of Northern context, travel and organizational systems etc.
- Worked as or with professional artists in an administrative context
- College or University degree in relevant field
- Basic understanding or ability to communicate in two of the three official languages of the Board (Cree, English, and French)
- Certificates or extra training in related field(s)
- Valid driver's license

### **SALARY AND BENEFITS**

This position will be 30-40 hours per week and will start August 1<sup>st</sup>, 2017, exact hours are still to be determined based on funding confirmation. Salary range will be determined based on qualifications and experience. If your application is shortlisted, salary and benefit entitlements will be discussed during the interview.

### **CONTACT**

Please send applications to:

**info@mikwchiyam.com**

**Attn:** David Hodges, Executive Director