

## **Outreach and Program Coordinator**

Dance Saskatchewan is seeking an Outreach and Program Coordinator to join our team!

**About Dance Saskatchewan:** Established in 1979, DSI is one of the premier cultural and art service organizations in Saskatchewan and has a prominent place in the dance scene in Canada. With dance in Saskatchewan having a wide variety of practices, traditions, practitioners and audiences, DSI itself performs a challenging umbrella service for the community: advocating for dance; helping the community to meet its needs and aspirations; and, representing it within the SaskCulture community and at the Saskatchewan Lotteries Trust for Sport, Culture and Recreation as an eligible cultural organization.

- **Your Role:** The Outreach and Program Coordinator will: identify new, and manage existing, relationships/partnerships and outreach activities with stakeholders such as schools, community groups and agencies, Saskatchewan businesses, and other. You will work to implement the recommendations of the Province Wide Review as a means to support the dance community. The Outreach and Programs Coordinator will place diversity and inclusivity at the forefront of their work with DSI.

**Reports to:** Executive Director

**Engages with:** Dancers, dance teachers, DSI members, Indigenous and Northern communities, cultural institutions, stakeholders, sponsors, choreographers, artists, school administration, teachers, and beyond.

### **Outreach and Program Coordinator Job Components and Tasks**

- Meet with new and existing community partners throughout Saskatchewan to promote dance of all types.
- Gather community feedback through stories, evaluations, testimonies and photos.
- Maintain a calendar of outreach activities, including community events, programs, workshops, and appearances.
- Track community attendance that comes as a direct result of outreach efforts.
- Act as liaison between event artists, community partners, and DSI staff
- Work on budgets along with the Executive Director for both short term and long-term creative projects
- Report changes to events/activity schedules on ongoing basis to the Executive Director
- Act as an ambassador for the initiative with the general public
- Promote events to community groups, schools, community residents etc.

- Performing administrative duties, such as overseeing communications, organizing travel, monitoring budget information and reporting on financial issues.
- Other related initiatives as seen fit by DSI management

### **Skills, Knowledge, and Experience**

- Strong interpersonal skills and communication skills.
- Knowledge of the non-profit sector in Saskatchewan
- Background in outreach, recreation administration, cultural programming, education, planning, or program development would be an asset.
- Post-secondary degree in a related field
- Results-oriented
- Personal experience with community project development and youth engagement considered an asset
- Ability to create a safe and inclusive space
- Experience with grants, sponsorship, and financial partnerships
- Bilingual in French, English, or Indigenous languages written and verbal considered an asset

### **Qualifications for employment:**

- Degree in a related field or equivalent experience is an asset
- Willingness and ability to travel
- Willingness to work extended hours, including evenings and weekends.
- A valid driver's license.
- Full-time employment availability

Dance Saskatchewan is an inclusive workplace that values diversity. All applicants will be given consideration though only those shortlisted will be contacted for further consideration.

Please send your CV, cover letter and the contact information of three references to [office@dancesask.com](mailto:office@dancesask.com) by December 16, 2021.

**Salary, Benefits and Start Date:** salary range of \$45,000-55,000 depending on experience and qualifications and is augmented by a full health and disability benefits package.

**Location:** Saskatoon, Saskatchewan. On Treaty 6 Territory and the homeland of the Métis Nation.

**Start date:** January 20, 2021 or as negotiated.