



THE ROYAL CANADIAN COLLEGE
OF ORGANISTS
LE COLLÈGE ROYAL CANADIEN
DES ORGANISTES

Connexions inspirantes avec la musique d'orgue • Inspiring connections with organ music

Position: Event Assistant for FutureStops Festival

Position Summary:

The Royal Canadian College of Organists (RCCO) is seeking an Event Assistant to assist with administrative duties associated with the planning and delivery of the FutureStops Festival (September 29 to October 1, 2022 in Toronto). The Event Coordinator will organize, manage, and perform an extensive array of administrative and program support activities on behalf of the FutureStops Festival project team. The successful candidate will contribute positively to the implementation of the RCCO's Vision and Mission and work collaboratively with a wide variety of individuals.

Key Duties:

- work with the Event Curator to provide administrative support
- work with the Social Media Marketer and Event Coordinator to provide promotional activities and support
- communicate with and support event registrants and guests
- maintain accurate guest registration records
- assist with the creation and implementation of guest service strategies
- communicate efficiently and professionally with partners

Skills and Qualifications*:

- previous experience with event production
- superior verbal and written communication skills
- highly proficient in Microsoft Office, including Word, Excel and Outlook
- self-motivated, effective in a team setting and individually
- highly efficient time-management skills and ability to prioritize tasks
- strong capability to multitask and finish assigned projects before deadlines
- demonstrate initiative and take responsibility for the completion of tasks
- post-secondary education
- previous experience in the arts and culture sector an asset

***Note:** To be eligible for employment, and in accordance with funding from Canada Summer Jobs, applicants must be; 30 years of age or younger at the start of employment; a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; legally entitled to work in Canada in accordance with relevant Ontario legislation and regulations.

Organizational Profile:

Founded in 1909, the RCCO is the national voice of the organ and its music across Canada. Our vision is: Inspiring connections with organ music. We support, promote and celebrate Canada's organ music community by providing learning opportunities, resources, outreach and professional development opportunities through our programs and services. We seek to enrich the lives of Canadians by engaging the wider public in Canada's rich organ heritage and vibrant organ culture. The RCCO is committed to providing greater access to the organ and its music through technological innovations that can enhance its reach and actively engage Canadians of all genders, ethnicities, age, abilities, or geographic location, in the art of the organ.

The FutureStops Festival is a multi-faceted initiative to help build a more diverse, rich and relevant future for the pipe organ in Canada and internationally. From September 29 to October 1, 2022 performers, composers, builders and audiences will come together in downtown Toronto to explore contemporary organ music in the 21st century through performances, presentations, panel discussions, and networking opportunities. FutureStops will connect a diverse international community and raise public engagement by exploring and celebrating a wide range of contemporary approaches to the organ, and by building a community of organ enthusiasts who value artistic innovation, cultural diversity and community engagement as keys to the 21st century organ experience.

Additional Information:

Tenure: 30 hours per week for 6 weeks

Wage: \$20.00/hr + 4% vacation pay

Start Date: July 25, 2022

Location: It is expected that the successful candidate will be working remotely

Application Deadline: May 16, 2022 at 5:00 p.m.

How to Apply:

Interested candidates are invited to submit a résumé and cover letter, (combined in a single PDF) to Elizabeth Shannon, Executive Director, at execdirector@rcco.ca. Please indicate "Event Coordinator" in the subject line of the email. **Deadline to apply is May 16, 2022 at 5:00 pm.**

The Royal Canadian College of Organists is an equal opportunity employer and encourages applications from persons identifying as visible minorities and indigenous heritage. All applicants are thanked for their interest, however only those selected for an interview will be contacted. No telephone calls please.