

## **Accessibility**

If you prefer to have this document in an alternative format, please email [leveleigh@luminato.com](mailto:leveleigh@luminato.com)

Audio transcript or ASL video available on demand.

## **Application Formats**

Applications can be in point form, through video and/or voice memos.

For those selected for an interview:

- ASL interpretation available on request.
- Captions available on Zoom.
- Option for phone interview.
- Other accommodation available on request.

We believe in creating spaces where anyone can be involved, engaged, empowered, and inspired. Luminato Festival adheres to Accessibility for Ontarians with Disabilities Act (AODA), and will work proactively through all stages of recruitment to create a barrier free hiring process, and will provide accommodations as required. To request accommodations please email Executive Coordinator, Rekha Ramachandran ([rramachandran@luminato.com](mailto:rramachandran@luminato.com)).

Luminato Festival is deeply committed to being accessible and anti-racist, both in the workplace and through the programming. We are committed to amplifying QTBIPOC voices and enhancing accessibility on stage, for our audiences, and for our staff. Selection decisions are based solely on job-related factors.

## **What's Luminato Festival?**

Luminato Festival transforms the people, places, and possibilities of Toronto with extraordinary art experiences. Every June we present bold, playful, and of the moment art for all to enjoy. Distinctly Toronto, proudly Canadian and totally Global, we welcome the world to explore our streets, stages and stories.

## **The Role: FESTIVAL COORDINATOR**

We are looking for an experienced and organized administrator to join our Programming and Production Team. In this role, you will have an opportunity to directly impact the growth and culture of the company by supporting the producers who bring the projects to life

**Functional Area:** Programming and Production

**Role Type:** Administrative

**Salary:** \$60,000 PA

**Start Date:** As soon as possible

## **Roles and Responsibilities:**

- Act as primary administrative support to the Programming & Production department including but not limited to:
  - o Contract drafting, coordinating, reviewing and execution
  - o Submit all departmental purchase orders, credit card requisitions and payment invoices for approval
  - o Work with the Finance team to ensure payment procedures are streamlined and communicated clearly to programming & production teams
  - o Support the planning and onboarding of seasonal festival staff
- Maintain internal project and information management systems
  - o Work with the Programming & Production team to ensure that all departments are working with updated program and project information
  - o Create, maintain and disseminate production and presentation schedules, providing daily updates to staff during the festival
  - o Track venue information and availability across the city and coordinate holds as required for festival programming
  - o Act as team point person for software and functional IT systems (e.g. Microsoft 365, Project Management and/or Customer Relationship Management programs)
- Provide planning, on-site and logistical festival support as needed
  - o Track and maintain storage and production supply inventory, overseeing any festival-related logistics plus rental/loan inquiries
  - o Co-ordinate production-related transport requests and pick-ups/drop offs at the Luminato office and storage unit when required
  - o Assist orderly setup, strike and storage as required
- Assist producing on individual projects when possible or required

## **What You Must Have:**

- 3 years of relevant experience
- € Highly organized with excellent attention to detail
- € High proficiency in Microsoft 365 (namely Outlook, Office, SharePoint, Teams) and comfort learning new technology and applications
- € Keen desire to implement efficient systems for working
- € Ability to work collaboratively and proactively solve problems in a fast-paced environment
- € Excellent verbal and written communication skills
- € Interest in and enthusiasm for the arts

#### **It Would Be Nice If You Had:**

- € Previous arts, non-profit and/or festival experience
- € Previous experience working with budgets and accounts coding
- € G-Level Driver's License

#### **Why Luminato Festival?**

- **Commitment to your development and growth.** Regular internal trainings in topics such as anti-racism, disability awareness and leadership as well as self-led professional development opportunity support.
- **Great culture.** We strive to create a supportive and understanding environment at Luminato. Our work environment is relaxed, and our hours are flexible, outside of the expectation to be online/available between the hours of 10am and 3pm.
- **Work-life Balance.** Many employee-led social and wellness initiatives that all staff are encouraged to participate in. You will receive a minimum of 15 vacation days per year with added time off around the holidays, as well as sick days, personal days and spiritual days.
- **Hybrid work environment.** Luminato operates in a hybrid work environment with office space on the 4<sup>th</sup> floor of the TIFF Lightbox, 350 King Street West. Our office is transit accessible, comfortable, and has a great view of the city! We require a minimum of 2 days in the office.
- **Incredible Team.** We have a dynamic, resourceful, talented, and collaborative team here at Luminato. We are a small but mighty team who are constantly finding new ways of working together and supporting one another to achieve our organizational and personal goals.

Want to hear more? Visit [our website](#) and learn more about our team.

#### **How to Apply:**

Please send your resume and cover letter in one PDF addressed to [resume@luminato.com](mailto:resume@luminato.com), subject line: Festival Coordinator by **June 5<sup>th</sup> at 5 pm**. Please ensure your name is included in the PDF name.

We thank all applicants, however, only candidates selected for an interview will be contacted. Luminato Festival is an equal opportunity employer and encourages all qualified individuals to apply. Should you require accommodation during the assessment process, Luminato will work with you to meet your needs.