



Job Posting
deCoste Performing Arts Centre
Term Position

Position Title: Strategic Planning & Development Intern

Term: Approximately May/Early June 2023 – May 2024

Nature of Position:

- Term position
- Remote work may be considered, with regular in-person meetings.
- Work hours flexible, to be negotiated with suitable candidate.
- Some evening and weekend work will be required.

Focus Areas:

Strategic Planning

Play a facilitation role in the creation of a new 5-year strategic plan. Includes, but is not limited to:

1. Assisting the executive director and board executive to guide staff, board, volunteers, and community through a people-centred strategic planning process.
2. Facilitating board governance development activities, including the recruitment of 3 new board members.
3. Facilitating joint planning discussions with partner organizations (e.g., Town of Pictou, Pictou Antigonish Regional Library, Pictou Landing First Nation etc.)
4. Data analysis, to identify and interpret trends and measure performance metrics against the previous 5-year business plan.
5. Coordinates training programs, with external consultants/trainers for staff in digital marketing, publicity, and partnership development.

Arts Are for Everyone Programs

Works with the executive director and staff to lead the creation and/or refinement of new “Arts-Are-For-Everyone” relationships with 6-8 partner organizations (e.g., isolated seniors, low-income residents, homeless youth, newcomers, and equity-seeking communities).

Equity Diversity and Inclusion

Coordinates EDI assessment and creation of action plan for the organization, with a priority on increasing diversity of artists, staff, contractors, and volunteers, organization-wide

Review our activities, policies programs and services through an EDI lens. Creation of an EDI action plan that integrates the “Nothing about us, without us” principle through the organization, including review of:

- Membership and composition of board and committees
- Input into artistic programming
- Involvement in program/service review and enhancements
- Active involvement in planning and execution of outreach activities

Event Production and Marketing

We are in the business of fun. Our core business is the production of cultural and community events. As a small, tight-knit team, we all are part of the delivery team for events. From selling the tickets to loading the truck at the end of the evening, we all pitch in to make every show a positive and memorable experience for both the audience and the performer. We love what we do.

Qualifications:

A university degree in business, the arts or community development is an asset, but work experience and track record speak volumes.

Key skills and competencies:

1. Strong writing skills are essential. Please consider submitting writing project samples with your resume etc.
2. Proficiency in community engagement and presentations is an asset.
3. Strong technology skills in common business applications an asset: (MS Office Suite, Photoshop, or other graphic design tools etc.)
4. Demonstrated creativity highly valued. Please feel free to share examples of ideas developed, programs created, and solutions implemented.

Remuneration:

To be discussed with the selected candidate.

Employee or service contract arrangements will be considered.