



CANADA

Where childhood thrives, war does not.

Position Title	Concert Series Activation Lead, Creative Partnerships and Events (Summer Contract Position)
Start Date	May 27, 2019
Location	Niagara Region, Ontario
Time Commitment	Part-time: Minimum 15 & Maximum 27 concerts from June – September (5-7 hours per concert)
Background	War Child Canada is a registered Canadian charity based in Toronto. Working with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice, War Child Canada also takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act. War Child Canada works in Afghanistan, Jordan, Sudan, South Sudan, the Democratic Republic of Congo, Iraq and Uganda.
Position Summary	War Child is seeking a highly motivated, organized and enthusiastic individual to assist the Creative Partnerships and Artist Relations team with their fundraising activities, specifically as the lead on-site representative at the Jackson-Triggs Amphitheatre summer concert series in Niagara-on-the-Lake. Taking direction from the Director, Creative Partnerships & Celebrity Engagement this individual will work diligently at the venue to increase War Child Canada's profile and lead on-site fundraising activities. The ideal candidate must have an outgoing personality, professional attitude, and experience in event planning, logistics, volunteer management and charitable fundraising.
Responsibilities	<p>This summer part-time contract position is a fast-paced, interactive public facing environment with exposure to great Canadian talent and those interested in supporting it. The assignment includes:</p> <ul style="list-style-type: none"> • Assisting with logistics and planning for War Child's on-site involvement at the Jackson-Triggs Amphitheatre summer concert series; • Assist with recruiting, training, scheduling and managing all required volunteers on-site and report any issues as required; • Leading the on-site War Child team in all areas and ensuring War Child is represented in a positive and impactful way to all constituents (public, JT staff, artist management, artists etc;) • Engaging with the public in a positive and outgoing way to best promote War Child and its mission; • Transporting War Child materials to and from the Jackson-Triggs Amphitheatre and/or storage area including pull-up banners, outreach materials, items to be autographed, bid sheets etc;

	<ul style="list-style-type: none"> • War Child display set-up and teardown including outreach materials, banners, mailing list, displaying and securing autographed materials for silent auction, bid sheets etc; • Manage on-site delivery and procurement of autographed auction items (guitar, wine bottles etc); • Manage “Best Seats in the House” winners on-site and oversee artist Meet & Greet opportunity; • Report on financials and any other details within 24 hours of each concert; • Provide input into War Child’s final report including financials, successes, challenges and recommendations for next year’s program.
Qualifications	<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Experience in event planning and management; • Experience or an interest in a career in nonprofit fundraising is an asset; • Excellent written and oral communication / presentation skills; • Excellent organization and logistical skills; • Detail-oriented and resourceful self-starter with demonstrated ability to take initiative and to lead; • Public speaking and experience working with the public and volunteers; • Ability to work both independently (self-directed) but also able to collaborate effectively with other team members; • Ability to multi-task and be flexible in a creative, sometimes loud and dynamic environment; • Solid computer skills including MS Word, Excel, Outlook, Adobe Photoshop, Illustrator, HTML and Internet applications are preferable; • Must live in the Niagara Region; • Access to a vehicle; Valid G drivers license; • Available to come to Toronto for training prior to concert series start; • Available to work afternoons and evenings on some weekdays and weekends at the Jackson-Triggs Amphitheatre.
Compensation	\$16 per hour
Application process	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of ‘Concert Series Activation Lead, Jackson-Triggs – [insert your name]’</p> <p>Only those applicants selected for an interview will be notified. We regret we are unable to entertain phone calls.</p> <p>War Child Canada is an equal opportunity employer. War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada’s Child Protection Policy, including appropriate reference checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation</p>

	<p>at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit www.warchild.ca.</p>
Deadline	April 26, 2019