

Job Description: Program Coordinator

Grow Twillingate Inc.



You are passionate about innovation, community, arts, culture and heritage and you believe that the world needs unique places and cultures in a world that is becoming increasingly homogenous. You have a head for numbers, you are super organized, energetic and a proven leader. You can both rally the troops and play on a team. Newfoundland Outport culture has a special place in your heart, and you want to have a role in the revitalization of rural Newfoundland and Labrador. You would love the opportunity to spend a summer in beautiful Twillingate. If this resonates with you, please read on...

Grow Twillingate is a not-for-profit organization in Twillingate NL that is focused on economic community development through arts, culture and heritage, preserving Twillingate's sense of place in a digital world. Its projects support the local economy and its cultural and tourism sectors. The organization is steered by a small board of directors.

Grow Twillingate's largest projects are the Unscripted Twillingate Digital Arts Festival and Digital Arts Residency in Twillingate (DART) program. In addition to these projects, the organization also creates and executes other projects in support of the cultural sector in Twillingate. Its focus is on embracing progress through digital art and media as a way to preserve Twillingate's unique heritage and sense of place.

The organization is looking for a **Program Coordinator** that can take the helm of the organization and manage its growth. The Program Coordinator will work with project contractors and community volunteers with support of the board.

Position Description

The Program Coordinator will:

- oversee all operational aspects of Grow Twillingate Inc.
- give input on strategy and control the budget, generate operations reports and perform board administration duties
- advise on the development of new and existing projects and services
- plan and execute all aspects of current and new projects. (Current projects include the Unscripted Twillingate Digital Arts Festival, Digital Arts Residency in Twillingate (DART), Twillingate Digital Arts and Culture Strategy, Digital Storytelling and the Museum Heritage Garden project. The Unscripted Twillingate Digital Arts Festival in September will require the most time.)
- coordinate the digital production studio
- execute a fundraising plan
- build and sustain relationships with funders and stakeholders, which include government and private funders, industry associations and the local community of Twillingate.
- guide and oversee the activities of temporary staff and volunteers
- keep office administration and accounting up to date and liaise with the accountant on annual statements
- take on any other responsibilities that are assigned which complement the Grow Twillingate mandate.

Skills and Experience

The successful candidate will:

- have proven experience in successfully planning and executing projects & events
- have excellent communication skills. Knowledge of digital media production and experience with community development will be a benefit
- be highly organized
- take initiative with advising the board on potential new projects
- have strong task structuring and delegation skills – a team leader and a team player
- thrive under pressure
- be competent in managing project accounting administration
- must work from Twillingate

Education

The successful candidate will have post-secondary training in business, arts, or community development (preferred), but a combination of other relevant qualifications and work experience will be considered.

Work Commitment

From May to October, this is a salaried position based on 35 hours a week. Work schedules are flexible, and some work may be remote. Some evening and weekend work may be required.

Remuneration

Remuneration is between \$850 and \$950 a week plus vacation pay.

To apply, send a resumé to contact@unscriptedfestival.com.

The deadline for applications is **21 April 2023**