



Employer: Dancer Transition Resource Centre (DTRC) / www.dtrc.ca
Position: Arts Administration Intern
Openings: Two (2) Part/Time, up to 30 hours per week
(Note: One (1) Bilingual position)
Duration: September 1, 2023 to March 31, 2024
Hourly Rate: \$18.00 per hour
Location: Remote, Work from Home / Toronto based (*preferred*)

Organization:

Founded in 1985, the Dancer Transition Resource Centre (DTRC) is a national, charitable organization dedicated to helping dancers make necessary transitions into, within, and from professional performing careers. We also operate as a bilingual resource centre for the dance community, and the general public, and support activities that improve the socioeconomic conditions of artists across the country.

The DTRC is an organization that is working to embed the values of individual and group differences within its culture. We strive to embrace the diversity of backgrounds and perspectives of our board, staff, members, arts community, and partners. Indigenous peoples, people of colour, and people across the spectrums of gender, sexuality, age, and abilities are encouraged to apply.

As a world leader in dancer transition, we are active participants in international conferences and research initiatives and help drive change within the dance community.

The National office of the DTRC is keen to welcome two positions of Arts Administration Intern. This position has created a unique opportunity for the incumbent(s) to become a vital member of our team by having direct interaction with each department, such as Development, Operations, Member Services, and Marketing.

Position:

The candidate(s) will directly report to the Development & Fundraising Manager and will have shared mentorship and supervision from all senior staff from across the regions and departments (as applicable). The DTRC staff are currently working on a hybrid mode, but mostly work remotely. The ideal candidate(s) would be located in Toronto (preferred), and on occasion be available to be present at the National Office.

The Arts Administration Intern(s) will provide a range of administrative and customer support services to the DTRC staff, members, and community partners while performing tasks related to database management, record keeping, reporting, accounts payable and receivable, and other documentation updates.



In particular, the intern will be responsible for the following:

Development & Fundraising (30%)

- Carrying out research and prospecting activities in order to target potential partners for ongoing programs and initiatives.
- Responsible for data entry and donor management utilizing Canada Helps, MailChimp, and all other applicable platforms and tools.
- Participate in the timely follow-up on outreach activities pertaining to partnerships.
- Assist with the proper documentation for donations, sponsorship, and community partnerships.
- Assist in the planning and execution of annual fundraising campaigns.
- Participate in donor appreciation and cultivation activities.

Member Services (30%)

- Assist with Grant Processing and Tracking.
- Responsible for issuing or updating contracts and letters.
- Administer and coordinate referrals as part of the counselling, and services outreach activities.
- Responsible for the timely and accurate preparation of tax letters.
- Assist in the gathering of statistics and reporting.
- Participate in the design, creation, and updating of Membership Handbooks.

Operations (30%)

- Assist with the organization's membership dues and payments.
- Manage data, including inputting and mining of data for statistics, projections, and reports.
- Provide administrative support to the Director of Operations, including coordinating mail and liaising with property managers.
- Assist with compliance and government reporting.
- Regularly liaise with the bookkeeper, regional offices, and other staff members regarding various administrative and office tasks.

General (10%)

- Attend staff and committee meetings and assist with minute-taking and tracking of tasks.
- Oversee the various department's filing systems by adhering to procedures, and compiling, sorting, archiving, and retrieving files.
- Responsible for developing, creating, and implementing various media materials in relation to program engagement and social media outreach.
- Participate in the development and implementation of the processes and procedures required to improve the services to members.
- Participate in workshops, conferences, or seminars when necessary. Such activities can sometimes take place outside of normal office hours, which are 10 am to 5 pm (ET).
- Perform other tasks and duties as determined from time to time by senior staff.

**Qualifications:**

- Diploma or Bachelor's degree (or in process) in Arts Management, Administration, Community Development, Event Management, or a related field.
- Excellent command of English, both oral and written.
- Bilingual, Francophone preferred or high-level French immersion (*applicable to one of the two roles*).
- Candidates must be enrolled in a recognized post-secondary establishment, Part-time or Full-time. Details here: <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>
- Candidates must be able to get a letter from their post-secondary institution recognizing the Work-Integrated Learning (WIL) alignment with their study program.
- Strong knowledge and proficiency in web-based tools, with knowledge of Microsoft Office Suite particularly Word, Excel, Outlook, and OneDrive in addition to the various social media, and virtual meeting platforms (i.e., Zoom, Teams, Google).
- Experience working with databases and producing reports.
- Effective communication skills, interpersonal relationships, and negotiating skills.
- Highly organized, detail-oriented, well-developed critical thinking skills, and strong time management skills.
- Enthusiasm for customer service; pleasant and positive attitude.
- Strong multi-tasking skills; Ability to work under pressure.
- Ability and strong understanding of remote work (individual and/or team related)
- Ability to work both in a team and with minimal supervision.
- Eager to learn new skills and open to receiving on-the-job mentorship.
- Eager to work with various departments within the organization.
- Knowledge of, and interest in, the Canadian dance community is an asset.

DTRC's National office team is currently working remotely and has positively shifted to a virtual work environment, which has continued to contribute to co-development work. In doing so, everyone's expertise is continuously shared. The incumbent will also have the opportunity to meet and interact with the regional teams (Vancouver and Montreal) in addition to representatives in Calgary, Winnipeg, and the Atlantic Region involved in the execution of local and national projects.

The national office offers a regular opportunity for training and growth as it serves as the hub for our dancer members, affiliate organizations, and advocacy activities conducted in partnership with others by the organization. It is a vibrant place favorable to networking.

Applications:

Please send your cover letter and CV by email to the following address: development@dtrc.ca. For more information, please contact development@dtrc.ca.