



Volunteer Coordinator

Timeframe: September 14 to October 23 (6 weeks)

Location: Montreal and remote

Salary: Approximately 30 hrs/week, \$15.28/hour

Application Deadline: August 28 at 5pm

****Candidate must be eligible for Canada Summer Jobs program****

Founded in 1988, Montreal's Repercussion Theatre is best known for its annual Shakespeare-in-the-Park summer tour. As a professional theatre company and non-profit arts organization, our core values are artistic excellence, social relevance and accessibility. Repercussion Theatre is committed to equity and diversity in its exploration of classical theatre in today's world, and so we encourage applicants from all cultural backgrounds, abilities and gender identities to apply.

The Volunteer Coordinator will report to the General Manager and carry out the following tasks at the Repercussion office and from home:

- Review and elaborate current volunteer coordination manual
- Develop outreach strategies for potential future volunteers, including via social media outreach
- Collect and organize testimonials from previous volunteers
- Conduct preliminary research into volunteer management databases, and propose possibilities

Necessary Skills and Abilities:

- Bilingual (Excellent English language / grammar skills, written & oral; intermediate level written and spoken French)
- Knowledge of Microsoft Office and GSuite; advanced knowledge of Excel considered an asset
- Knowledge of social media platforms (Facebook, Twitter, Instagram)
- Attention to detail, and strong communication & organizational skills
- Ability to work independently and as part of a team, both in an office setting and remotely
- Previous experience volunteering at or participating in Shakespeare-in-the-Park shows considered an asset

Eligibility

Please note that applicants must be eligible for the Canada Summer Jobs program by meeting all of the following criteria:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please email a cover letter and resume to Linnea Jimison, General Manager at info@repercussiontheatre.com by **August 28, 2020 at 5pm**. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.