



CO-ARTISTIC DIRECTORS KAREN & ALLEN KAEJA

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## Marketing & Development Assistant

### Organization Description:

**Kaeja d'Dance** is a Toronto-based dance company that is renowned for creating exceptional contemporary dance work, award winning dance films and empowering education & community outreach programs. At the heart of Kaeja are two dynamic energies – Co Artistic Directors Karen & Allen Kaeja. Kaeja's signature aesthetic explores the equal partnership of men and women through Contact Dance and utilizes Improvisation as a tool for creation. With performances filled with athletic intensity and theatrical imagery, the Company celebrates many themes in their work that relate to family history, community and the human condition.

Kaeja d'Dance collaborates with international and local dance artists, composers, musicians, stage & costume designers to create performances that have captivated audiences in Toronto, Canada and across the globe. They have presented over 60 original works and have been commissioned to choreograph works on dance companies locally and in England, Mexico, India, Sweden and the United States.

### Responsibilities:

The Development & Marketing Assistant is responsible for providing organizational and administrative support to the Managing Director and Production and Outreach Manager for a variety of development programming and communications initiatives including this summer's Porch View Dances. PVD engages individuals of all ages in a community-based dance event, the Development & Marketing Assistant's responsibilities include:

- Administratively supporting donor and sponsor development and general marketing of our annual summer programming (Porch View Dances)
- Researching funding opportunities from private and public organizations
- Preparing and implementing strategies for Kaeja d'Dance's annual donor campaign
- Assisting with research and completion of donor and sponsorship applications with small to medium business enterprises and community foundations
- Assisting with the creation of a variety of communications materials, including media releases
- Processing and organizing company, marketing, and performance materials – documents, media material, digital material, web material etc.

- Production support at Porch View Dances and Heart of the Park
- Other administrative and production related duties

### Requirements:

- Must have open availability during Production Week for Porch View Dances from July 15-July 21, 2019 (both days and evenings)
- Must be available the following five Saturdays from 10am-8pm to assist with Heart of the Park: June 29, July 6, July 13, July 27, August 3
- Intermediate to Advanced computer competency in word processing, spreadsheets, database management, and the Internet
- The candidate must have a high level of initiative, be able to work independently and as a team player, and feel comfortable talking to strangers about our work and company
- Strong research and problem-solving skills
- Excellent interpersonal, oral and written communication skills
- Excellent organizational skills and the ability to manage multiple tasks and deadlines
- Comfortable working with volunteers, and a commitment to good customer service
- Comfortable working in non-profit setting with an interest in the performing arts

### Eligibility:

This position is funded by Canada Summer Jobs, which creates paid work positions for youth.

To be eligible applicants must be:

- Under 30
- Canadian citizen, permanent resident, or been conferred refugee status

Note: CSJ is now open to all youth under 30 – applicants do not need to be students.

Kaeja d'Dance welcomes applications from all, including from people who are Indigenous, identify as a Visible Minority, 2SLGBTQ+, please note that our office is not wheelchair accessible.

### Dates:

FT Seasonal: 8 weeks, 35hr/wk

Preferred starting date: June 17, 2019

\$15/hr

### Apply by May 26:

Please email your cover letter and resume to Yolanda Ferrato, Managing Director,

[kaeja@kaeja.org](mailto:kaeja@kaeja.org)

Subject: Marketing & Development Assistant Application