

The Regent Theatre is hiring a Youth Outreach & Engagement Coordinator!

We are a designated heritage independent cinema and multi-use performance space which functions as the entertainment hub of Prince Edward County. We are a community-minded organization dedicated to serving the needs of our diverse population.

Owned and operated as a not-for-profit organization by The Regent Theatre Foundation since 1994. Built in 1918 and refurbished as a movie house in 1931 we have been in operation ever since. Located in downtown Picton we engage our community through entertainment in our heritage building. To be a part of The Regent is to be a part of the County's entertainment history and the theatre's heritage.

We are looking for a student to lead our youth outreach and engagement activities designed to improve access to entertainment for youth and seniors in the County and encourage engagement with our heritage. The role will involve: conducting and consolidating research to identify community partners; planning and developing pilot activity programs for youth and seniors in consultation with management and community stakeholders; researching and creating historical introductions for new comers to our space; assisting with the creation of assessment tools (i.e. surveys); conducting online and in-person outreach to establish contact and cultivate relationships with community partners; creating and implementing a project plan for each pilot initiative including a social media strategy; conducting surveys and compiling results; creating a final report of findings and making recommendations. Other duties include volunteer recruitment, data entry and other duties as assigned. Reporting to the Operations Manager and working with the General Manager.

The ideal candidate for this job is a post-secondary student of a communications, arts administration, project management or social work and/or advocacy program interested in gaining experience in community building within the not-for-profit sector. But experience can outweigh education and age is not always a barometer of maturity so all interested parties over 18 years of age are encouraged to apply. A good researcher and great organizer who can work with minimal supervision to accomplish project goals. A natural people person, comfortable engaging people in conversation one on one and speaking to groups. Someone who takes responsibility and initiative to get the job done and can think creatively when presented with challenges. Excellent communication skills (verbal and written) are required. Social media savvy is key to the engagement portion of this role. Proficiency in MS Word is essential. Working knowledge of SurveyMonkey and MS Outlook is preferred. Basic photo and video editing ability is a bonus.

Connection to and knowledge of the County is crucial to success in this role.

Must be eligible for Young Canada Works Student Summer Job Program. See eligibility criteria here: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

Job Application Submission Deadline: **August 31, 2020**

Apply with cover letter and resume by email: info@theregenttheatre.org

Start Date: September 8, 2020

End Date: December 24, 2020

Terms: 16 weeks; \$17/hr, 30 hr/week