



Program Coordinator – Communications

Job posting

### **Terms of Employment**

Compensation: \$33.88 per hour plus an additional 18% in lieu of health benefits, retirement savings plan, and vacation pay

Hours of work: 180 hours in total

Term of contract: 21 weeks from February 2 - June 26, 2026

### **Organization Description**

Founded in 1986, the Mayworks Festival of Working People and the Arts is a community-based festival which annually presents works by a diverse and broad range of artists, who are both workers and activists. The programming presents bold, insightful responses to pressing issues at the intersection of art, social justice and labour.

Mayworks prioritizes the representation and participation of artists and audiences from communities facing systemic discrimination.

We encourage works rooted in the reality of working people's lives that advance the struggle for improved working and living conditions. We are actively engaged in a social dialogue that challenges the logics of capitalism and seeks to reimagine and represent a just future.

Mayworks is situated upon the traditional territories of the Wendat, Anishinabeg, the Haudenosaunee, and the Mississaugas of the Credit First Nation.

Mayworks' staff is represented by CUPE 1281.

### **Job Description**

Reporting to the Executive Director and working with the Program Coordinators - Festival and Curatorial, and with the Festival Publicist, the Program Coordinator- Communications will be responsible for the following duties related to the promotion of the Mayworks 2026 festival scheduled to take place from May 1-31, 2025:

Duties include:

- Promotions strategy development
- Compiling and organizing promotional material including event and exhibit information, funder and partner logos, artist information



- Developing promotional content
- Community/sponsor outreach
- Updating the Mayworks' website
- Social media visual asset creation based on existing 2026 design mockups
- Creation of a social media calendar and accompanying content
- Posting on Mayworks' Instagram, Facebook and X platforms according to calendar
- Preparation and distribution of 10-15 newsletters (using Mayworks' MailChimp)
- Preparation of a final outreach evaluation and report
- Responding to sponsorship communications requests

### **Location**

The employee is expected to work in the Toronto area for the duration of the employment term. Duties may be done from the accessible Mayworks office at 25 Cecil St., Toronto or from home. The employee is expected to be available for in person duties including attendance at meetings and pre-festival events and at festival events throughout the entire month of May.

### **Qualifications**

- Experience in the creation and implementation of communications strategies
- Experience with website content creation and updating
- Experience working with MailChimp, META, CANVA, G-Suite, Zoom
- Exceptional written and communication skills
- Aptitude in visual design
- Ability to work independently and in a team environment
- Ability to work under pressure and to meet deadlines
- Adobe Creative Suite an asset

### **How to Apply:**

Please submit a resume and a cover letter explaining how your experience prepares you for this job. Send these together as a single PDF with the subject line "Program Coordinator-Communications" to the Mayworks' Hiring Committee at [director@mayworks.ca](mailto:director@mayworks.ca) by December 23, 2025. Late applications will not be accepted.

Mayworks cultivates meaningful relationships with communities that face systemic discrimination and injustice. Priority will be given to BIPOC candidates and other historically marginalized individuals who have valuable professional and/or lived experience in a similar



position.

We thank all applicants in advance and advise that only those selected for an interview will be contacted. Preliminary Interviews will be conducted via video conferencing with secondary interviews being conducted in person. If you require additional accommodations, please let us know in advance.