



Program Coordinator – Festival

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: 380 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 - Communications and Curatorial, and with the Festival Publicist, the Program Coordinator-Festival 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:

- Assist in the planning and implementation of the festival
- Attendance at festival and pre-festival events.
- Participate as a member of the Programming Committee



- Facilitate relationships and communications with artists, labour organizations and other collaborating partners
- Monitor the progress of festival projects and provide support where required including mediating relationships with venues, project installation and de-installation, printing project materials
- Schedule meetings via zoom and G-Suite calendar
- Organize artist and venue agreements and ensure they are signed and filed appropriately
- Compile project materials for communications and assist with the communications team
- Facilitate submissions and organize materials for the jury
- Provide logistical support at festival events including catering
- Volunteer outreach and coordination at festival events include ushering, tabling, greeting, documentation
- Set up and monitor Eventbrite for festival events
- Assist with other administrative duties
- Develop and implement festival evaluation tools
- Prepare final reports
- Other administrative duties

Location

The employee is expected to work in the Toronto area for the duration of the employment term. Administrative 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; at festival events throughout the entire month of May; and for exhibition installation and de-installation .

Qualifications

- Minimum 4 years experience in arts administration, festival organization or educational programming
- Proven knowledge of artists and the arts community in Toronto
- Proven knowledge of labour issues in the city of Toronto
- Strong communication skills
- Attention to detail
- Ability to work independently
- Ability to develop collaborative and cooperative relationships with others and relate well to artists, labour activists and stakeholders from diverse backgrounds
- Experience in curriculum, festival or program design and evaluation is 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-Festival” to the Mayworks’ Hiring Committee at 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.