



Events + Outreach Coordinator

The Events + Outreach Coordinator is a part of the Operations team and is a direct report to the Operations Manager. The Events + Outreach Coordinator works collaboratively across all departments to ascertain outreach priorities and is responsible for communications with organizations, communities and educational institutions in an effort to better promote both the imagineNATIVE Festival and year-round initiatives. The Events + Outreach Coordinator also oversees administrative duties for all Festival special events. The Events + Outreach Coordinator serves as the main point of contact for all third-party Festival events contracts, including overseeing event production, timelines, run of shows, and the successful execution and delivery of special events. This role also requires that all financial and administrative information is processed in a timely and efficient manner. The Events + Outreach Coordinator will act as a front-facing representative of the organization and will promote imagineNATIVE programs and opportunities to diverse communities in a professional and positive manner.

Events Responsibilities:

- Along with the Operations Manager, act as liaison for bookings of special Festival Events venues (Welcome Gathering, Opening Night Party, The Beat, etc), including food + drink service accommodations, accessibility requests, venue specific timelines, load in/out logistics, credential requests, connecting our staff to resources as needed;
- Act as the main point of contact for artists and event performers
- Act as the point of contact for the Events Team and imagineNATIVE staff, making internal connections to ensure the smooth and successful implementation of Festival events.
- Prepare and review all artist contracts prior to signatures
- Work alongside the Box Office team to ensure Special Event ticketing is accurate and up to date
- Plan and implement all Special Events with the support of the Events + Outreach Administrative Assistant.
- Ensuring all events represent the theme of the Festival and provide an accessible and welcoming environment for guests
- Ensure all staffing is secured for Special Events delivery. Including volunteers, security, etc.
- Stay up to date on upcoming and established Indigenous performing artists across Canada/Internationally, to help with hiring artists for future events.





- Be present and available at all in-person Festival special events
- Maintain a knowledge of Indigenous caterers in Toronto/Ontario, and new and trending venues within Toronto that could be used in possible events

Outreach Responsibilities:

- Collaborate with Communications to create social media postings and copy for outreach and energy exchange events and partner organizations.
- Gather attendance numbers for all events + outreach gatherings, ensuring they are captured for all reporting purposes
- Prepare and send outreach email communications
- Maintain and update outreach contact lists and tracking documents to structure outreach goals and communication plans which may be event or department specific.
- Identify communities, programming, institutions and organizations around Canada and abroad for outreach opportunities in a focused approach, working with imagineNATIVE's Department leads.
- Nurture new and old relationships with community partners.
- Provide a written Festival post-mortem report and deliver attendance stats and other metrics for various internal teams.
- Complete other tasks as assigned

Application Deadline: Sunday, March 1, 2026 | 11:59 PM

Additional Details

- Fixed Term Contract: March 16, 2026 - June 19, 2026 (35 hours/ week)
- Compensation Rate: \$25.15/ hour
- Must be available to work occasional overtime during and in the lead-up to the dates of the imagineNATIVE Film + Media Arts Festival
- Position requires work-from-home capabilities with reliable internet, with some in-office time at the imagineNATIVE offices located in Toronto.

Submit your cover letter and resume to employment@imagineNATIVE.org with the subject "Events + Outreach Coordinator." Should you require any accommodations in the application process, please contact employment@imagineNATIVE.org.



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