

LA DANSE SUR LES ROUTES DU QUÉBEC

Job Offer Training Coordinator

Reporting to Executive Management and in close collaboration with the team, the Training Coordinator is responsible for coordinating existing training and developing new training for La DSR member clients.

Main Tasks and Responsibilities:

- Evaluating skills development and training needs;
- Recruiting, coordinating and evaluating trainers, experts and freelancers;
- Adapting and developing teaching tools;
- Updating the training program;
- Coordinating training logistics;
- Managing budgets and negotiating agreements;
- Promoting training in collaboration with the Head of Communications;
- Participating in community life;
- Developing projects and partnerships in line with strategic guidelines;
- Preparing grant applications and handling reporting;
- Building the training clientele for La DSR;
- Developing and maintaining a network of partners for ongoing training;
- Collaborating in planning the organization's events.

Required Experience and Knowledge:

- Degree or experience in communication, cultural research and facilitation, dance, teaching, museology, arts management, media arts and technologies, etc.;
- Proficiency in computer tools, including Google Workspace;
- Ability to learn new software;
- Excellent writing ability and attention to detail;
- Ability to collaborate with experts, designers, trainers, revisers, translators and printers;
- Intermediate to advanced knowledge of both written and spoken French;
- Knowledge of written and spoken English an asset;
- Work experience in the performance arts or as a presenter an asset.

Personal Skills and Abilities

Curious, empathetic, organized, meticulous, team player, keen eye for equity issues;

Excellent ability to analyze and summarize information;

Program management skills;
Administration skills;
Interest in developing digital skills.

Conditions of Employment

- Salary Range: \$21.97 to \$27/hour;
- Recognition of experience, diplomas or expertise;
- After 3 months: group health, dental and income insurance;
- 12 paid holidays;
- Time off over the winter holidays;
- 5 personal days;
- Enhanced personal and statutory leave;
- Time off in lieu of overtime;
- Generous per diem for accommodation and reimbursement for transportation;
- Schedule that allows for work-life balance and personal projects;
- Flexible schedule;
- Ongoing training to ensure skills development;
- Participatory and collaborative management;
- Possibility of 6-month unpaid leave after 4 years;
- Show tickets;
- Work laptop provided for remote work;
- Work schedule of 22 hours/week, about 1,150 banked hours annually;
- 3 weeks' vacation as of the first summer, 4 weeks after a year, 5 weeks after 3 years, and 6 weeks after 5 years;
- Monthly stipend for cell phone use;
- Work on site in the Montreal office (2207 Montcalm St.) on Wednesdays, remote work the rest of the time;
- Start date as soon as possible.

La danse sur les routes du Québec (La DSR) is a service organization that represents its members and works within a network to improve and enhance dance performances and audience development throughout Quebec, Canada and abroad through its many programs and services.

La danse sur les routes du Québec acknowledges that it is located on unceded Indigenous territory. We recognize the Kanien'kehá: ka Nation as custodian of the lands and waters on which its offices are located. Tiohtiá: ke / Montreal is historically known as a gathering place for many First Nations, and today it is home to a diverse Indigenous population, as well as other peoples. It is with respect for the links to the past, present and future that we recognize the ongoing relationships between Indigenous peoples and others in the Montreal community.

La danse sur les routes du Québec encourages women, Indigenous people, people from diverse backgrounds, members of the LGBTQ+ community and members of employment equity groups to apply.

Accommodations can be made in the candidate selection process for those with special needs upon request. La danse sur les routes du Québec strives for an inclusive and diverse staff.

*Candidates are asked to submit a cover letter and resumé to General Manager Pierre-David Rodrigue at **prodrigue@ladansesurlesroutes.com** no later than February 4, 2022. Email submissions only.*