

# PARCOURS DANSE

LA DANSE SUR LES  
ROUTES DU QUÉBEC

## DémART-Mtl – Intern Wanted

### Registration Coordinator for Parcours Danse

June 5 to December 16, 2023

#### La DSR

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 Québec, Canada and abroad through its many programs and services. Parcours Danse is an integral part of La danse sur les routes du Québec's mission, which is to work closely with artists, companies and presenters in order to advance dance and sustain its vitality with a growing audience.

#### PARCOURS DANSE

Planned and produced by La DSR since 2003, Parcours Danse is first and foremost an annual professional meeting aimed at creating market development opportunities for creators and presenters working in Québec. In 2019, 500 participants – including 57 international presenters, 67 Québec-based presenters, 35 Canadian presenters and 25 partners from Québec's dance and presenting community – committed to getting some 50 companies dancing. Despite the pandemic, the virtual 2021 edition of this biennial event gave artists the opportunity to present their work through 103 Québec-based, Canadian and international presenters.

#### DESCRIPTION OF THE POSITION

Reporting to the Director of Parcours Danse, the incumbent ensures that registration runs smoothly for all participants at the biennial event in addition to welcoming Canadian and international presenters before and during the event.

#### RESPONSIBILITIES

- Solicit and promote registration for the event.
- Prepare and update databases.
- Handle all registrations for Parcours Danse, including monitoring and verifying registrations for the event and the OFF showcase, monitoring submissions, verifying that fees have been paid, sending invoices and following up with administration.
- Prepare nametags and participant lists before the event, including verifying and standardizing data.
- Provide support to registered participants leading up to and during the event.
- Coordinate international presenters' arrival, including monitoring registrations for activities, monitoring reimbursements, providing support for organizing flights and accommodation and following up with Québec delegates abroad.
- Maintain a history of communications with presenters in the database.
- Prepare and hand out welcome packages for national and international presenters.
- Ensure compliance with established timelines and budgets.
- Participate in the post-mortem and in preparing the report.

#### EXPERIENCE

- Training: dance, international relations, production, event management, arts management, cultural research and facilitation or other related field an asset.
- Experience in the dance or cultural industry an asset.
- Relevant experience in event production or coordination an asset.
- Applicants with atypical backgrounds are encouraged to apply.

# PARCOURS DANSE

LA DANSE SUR LES  
ROUTES DU QUÉBEC

## SKILLS AND QUALITIES REQUIRED

- Ability to communicate in English and French, both orally and in writing
- Ability to develop productive professional relationships
- Ability to communicate with care and sensitivity in potentially complex situations
- Sense of planning and organization
- Ability to multitask
- Ability to work independently
- Ability to learn new computer tools

## Conditions of Employment

- Hourly rate: \$19 to \$22/hour
- June 5 to December 16, 2023: 600 hours, schedule to be determined with the incumbent, 21 hours/week on average. Plan for 60 hours/week during the event (November 27 to December 1, 2023).
- Work on site in the Montréal office (2207 Montcalm St.) on Wednesdays, remote work the rest of the time
- Recognition of experience, diplomas or expertise
- Paid holidays
- 3 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
- Opportunity to take French language courses
- Participatory and collaborative management
- Show tickets
- Work laptop provided for remote work
- 3 weeks' vacation
- Monthly stipend for cell phone use

## ELIGIBILITY

Applicants must be eligible for the **démART-Mtl** program: <https://www.artsmontreal.org/en/grants/program/demart-mtl/>

- Must be a professional, culturally diverse and immigrant (newcomers or first-generation) artist or cultural worker.
- Must be a Canadian citizen or permanent resident at the time the application is submitted.
- Must reside on the Island of Montréal.

**IMPORTANT: This internship is contingent on obtaining the **démART-Mtl** grant.**

# PARCOURS DANSE

LA DANSE SUR LES  
ROUTES DU QUÉBEC

## HOW TO APPLY

Send your resumé and cover letter detailing your program eligibility to the attention of **Annie-Claude Coutu Geoffroy**, Director, Parcours Danse at [accgeoffroy@ladansesurlesroutes.com](mailto:accgeoffroy@ladansesurlesroutes.com) no later than **Friday, September 12**.

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.

## LA DANSE SUR LES ROUTES DU QUÉBEC'S COMMITMENT TO EQUITY AND INCLUSION

- Recognize the issues of equity, the impact of colonialism and the notion of "privilege" in its activities and sector.
- Honour and respect the cultural specificities of artistic practices.
- Facilitate the evaluation of artistic submissions by culturally representative peers.
- Provide services in a spirit of openness, listening, empowerment and self-determination of Indigenous and culturally diverse artists.
- Collaborate with culturally representative professionals who are sensitive to the specific issues of Indigenous and culturally diverse artists.
- Participate in the development of artistic practices and change efforts in the sector.
- Develop partnerships with legitimate and culturally representative organizations.

La danse sur les routes du Québec acknowledges that the land on which we gather for this event is located on unceded Indigenous territories. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtiá:ke/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.