



Position Title: Program Development Intern
Application Deadline: June 16, 2018

Reporting to:
President and National Program Coordinator

Location:
720 Bathurst St. Toronto ON and/or other work space of applicant's choosing to be agreed in advance*

*50% of the Intern's time will be spent working in-office/on location and 50% in a "flex-time" arrangement from a location of their choice.

Status: Seasonal

Pay Range: \$14.50/hour for a total of 240 hrs

Position Summary:
A part-time seasonal (summer) position working with the MusicBox Children's Charity providing support to the National Board and the local chapters by developing the Charity's programming

Hours
30 hours a week for 8 weeks or 24 hours a week for 10 weeks

Responsibilities

- Develop program delivery tools and processes to enable the Charity's Chapters to deliver music and early childhood programming
- Apply research and knowledge of music and education to develop appropriate music education curricula for children in vulnerable communities across Canada
- Develop and organize community engagement events (field trips, community performances for and by the Charity's child participants)
- Work with the National Board on targeted projects
- Other initiatives to be discussed and agreed in advance

Qualifications:

Student of Education; Music/Performing Arts; Health Sciences; Public Health; Social Justice combined with some or all types of experience listed below.

- Past experience in not-for profit organization
- Past experience in music education
- Past experience in program development
- Past experience in university student clubs or student governance
- Past experience in vulnerable communities

Skills and Abilities

- Excellent verbal and written communication skills
- Excellent project management and organizational skills
- Ability to self-motivate and work well in a team as well as independently
- Solid problem-solving and analytical skills
- Solid interpersonal skills
- Ability to use remote collaboration tools or willingness to learn

All interested applicants are encouraged to apply. Applicants need not be current MusicBox volunteers. Special consideration will be made for persons who identify with an underrepresented group, persons with disabilities, visible minorities, recent immigrants or refugees, and persons from vulnerable communities.

MusicBox Children's Charity is committed to diversity and the values set out in the Charter.

To Apply please submit your resume and cover letter to info@musicboxcc.com by **June 16, 2018** to be considered for the position.