

Internship Opportunity with THE BENTWAY Summer 2024

POSITION:	Intern – Community Outreach
LOCATION:	Toronto, ON – Hybrid internship: intern is expected to be at the host organization office location (with a specified number of days in the office determined by the host organization. This role will require to split time between The Bentway’s office (55 Fort York Blvd) and work-from-home (laptop will be provided).
DESCRIPTION OF HOST ORGANIZATION:	<p>The Bentway works to ignite the urban imagination, using the city as site, subject, and canvas. Anchored under Toronto’s Gardiner Expressway and guiding its complex future, The Bentway is a not-for-profit powered by vital partnerships with the City of Toronto, artists, neighbours, supporters, and other city-builders who believe in the possibilities of public space.</p> <p>Since The Bentway opened in 2018, it has proven to be a vital backyard park, a cultural platform for artist experimentation, and a growing creative movement. In partnership with the City of Toronto, The Bentway is creating a network of public spaces, developing a cohesive vision for wayfinding, and reconnecting the waterfront to the downtown core.</p> <p>Each summer, The Bentway puts on a season of public art and events at their spaces in downtown Toronto.</p>
INTERN’S DUTIES AND RESPONSIBILITIES:	<p>As part of the Marketing and Communications team, the Community Outreach Intern will deliver outreach for The Bentway, including supporting the development and execution of outreach strategies that foster new relationships; amplify, promote, and drive recruitment for various programs and initiatives; and introduce the organization and its mission to new audiences.</p> <p>This position aligns with The Bentway’s summer 2024 programming season, which may include artist installations, performances, workshops, education initiatives, tours, and talks. The role will also contribute to general organizational outreach and awareness.</p> <p>The Intern will work on community engagement and outreach initiatives that build and strengthen The Bentway’s relationship with its surrounding neighbourhoods and communities, with a particular focus on those that have historically faced systemic barriers to participation and engagement. They will use an equity-first approach to cultivate opportunities for collaboration, consultation, co-creation, open dialogue, and two-way communication.</p> <p>The Intern will serve as a liaison and ambassador between The Bentway’s audiences, stakeholders, and the organization. As such, the Intern should have a passion for public space development and arts and cultural experiences in the public realm, be community-driven, and also understand The Bentway’s unique role within this ecosystem.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Supports development and execution of comprehensive and project-specific, targeted community outreach • Researches and identifies outreach and engagement opportunities aligning with Bentway programming • Builds relationships with local community organizations to expand audiences and participants for Bentway programming. • Expands upon and maintains an outreach database that covers the entire organization. • Serves as an organizational ambassador and coordinates outreach events and touchpoints in the lead up to, and during, the Bentway summer 2024 season. • Offers event and onsite support, as assigned, for Bentway programs and initiatives. • Research and submit Bentway content to event listing websites • Other marketing and outreach duties as assigned

HOST ORGANIZATION REQUIREMENTS:	<ul style="list-style-type: none"> • Volunteer experience or interest in community outreach and engagement and/or marketing • Excellent interpersonal and communication skills • Comfortable meeting with community members face-to-face, over video calls, and/or over the phone; comfortable making cold calls • Very strong written and oral communication skills • Ability to work independently, demonstrate initiative and adhere to deadlines • Ability to think creatively, and conceive and implement new ideas • Interest in arts and non-profit work is considered an asset • Ability and willingness to work outside of typical office hours (evenings and weekends as required)
HOURS:	20 hours per week - This role will work standard business hours, with occasional evenings and weekends required to support Bentway events/programming.
DATES:	11 weeks starting May 6, 2024. (Dates to be finalized with host organization)
RENUMERATION:	\$ 3,520 CAD issued to the intern through a Faculty of Arts Internship Award.
HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings
APPLICATION DEADLINE:	February 11, 2024
ELIGIBILITY:	<ul style="list-style-type: none"> - Full time McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A., MSW, MIS) - Minimum CGPA of 2.7* - Returning to McGill in the same program in the fall semester following the internship - Fulfill Faculty of Arts requirements as outlined in the Interns Handbook https://www.mcgill.ca/arts-internships/resources - Provide proof of medical insurance for duration of internship
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ACCOMMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
ENTRY REQUIREMENTS:	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</p>

Please Note:

**If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.*

We will get back to you shortly after the deadline if you are selected for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s). Students who do not receive offers will be notified on a rolling basis as decisions are made.