



Job Title: Project Management Assistant

Organisation: AstroSankofa

Location: Toronto, Ontario (Jane and Finch Community)

Project: Digital Impressions, Urban Griot

Position Type: Part-time; Temporary; 60% Remotely online, Occasional Site Visits

Start Date: May 20th

Duration: 12 weeks

Hours: Up to 25 hours per week

Compensation: \$25 per hour

Call for Young Artists

AstroSankofa is launching an augmented reality (AR) digital art project to engage Black youth aged 14-29 in the Jane and Finch community. Does this speak to you? Are you looking for a chance to learn from and work with peers, leading artists, mentors and the rest of the AstroSankofa Arts Collective to create digital art to augment existing murals in the Jane and Finch community? If so and you identify as a Black youth between the ages of 14-18, we are looking to incorporate your voice and perspectives on this historical project.

About AstroSankofa:

AstroSankofa is an artist collective and arts support non-profit dedicated to promoting Black artists in Toronto. Our mission is to engage the Jane and Finch community through art, celebrating local stories and Black luminaries in Canada.

Project Overview:

The Digital Impressions, Urban Griot project is to engage the community in existing artwork that speaks to the stories of the local community, and celebrates Black luminaries in Canada, while digitally upgrading them to include the different voices and perspectives of today's generation. Through arts-focused engagement, we aim to build trusting relationships with youth in the local

area, providing them with transferable skills for the screen industry technology field while fostering a sense of ownership and belonging among residents.

AstroSankofa will hire youth employees to lead workshops for up to forty youths and assist AstroSankofa with project implementation. We will also include four community mentees who will shadow our facilitators and learn skills in community projects and workshop facilitation to expand the professional outcomes of this project.

Job Description:

The Project Management Assistant will work closely with AstroSankofa's team to oversee the implementation of the AR digital art project, focusing on the murals at Downsview Park and the Jamaican Canadian Association. The assistant will also support the Cultural Hotspot Program.

Responsibilities:

- Assist in project planning, coordination, and execution for the designated murals and cultural hotspot program.
- Coordinate logistics for workshops and facilitation sessions, including space booking and scheduling with partner organisations.
- Support communication and coordination between project stakeholders, including artists, youth participants, community organisations, and AstroSankofa team members.
- Provide administrative support, including documentation, record-keeping, and report generation.
- Support outreach efforts to recruit participants and promote project activities within the community.

Our Commitment to Safety:

Ensuring the safety of all involved, our protocol entails meticulous safety assessments of workshop locations and the provision of essential safety equipment. Staff will guide participants through safety procedures and emergency protocols while maintaining communication channels for feedback. With these measures, we prioritise the well-being of our team, participants, and community, fostering an environment conducive to creativity and collaboration in the Jane and Finch area.

How to Apply:

Interested candidates should submit a CV, cover letter and examples of work you have outlining their qualifications and interest in the position to info@astrosankofa.org by **May 10**.

AstroSankofa is committed to fostering a safe and inclusive environment for local Black Youth. We thank all applicants for their interest; however, only those selected for an interview will be contacted.