



THE WORLD



www.thrilltheworld.com

Call for Volunteers

Title/Position:

Communications Manager

Goal of Position:

To ensure the organization's vision of TTW is clearly expressed and represented in all communications by providing skillful review and editing of content.

Sample Activities:

- Providing support to the Administrative Team by reviewing and editing text content of marketing documents, web presence, and event support materials
- Working closely with the Executive Director to ensure her vision is clearly represented and succinctly communicated
- Compiling submissions, editing, and managing the creation of the TTW newsletter
- Recruit and manage team of volunteers as required for the scope of activities

Timeframe:

Length of commitment: June 2008 to December 2008

Estimated total hours: 3 hours per week (~ 90 hours total)

Scheduling: Flexible, hours increase approaching the October event

Worksite:

Volunteer's personal computer, and various locations in Toronto for in-person meetings OR access to long distance communications (such as Skype)

Qualifications Sought:

Excellent language skills – Bilingual an asset (but not required): French, Spanish, Korean, Hindi, Italian, Mandarin, Cantonese, etc.

Enthusiastic and motivated

Organized and methodical

Good listener

Leadership and team management

Benefits:

Participation in a global community arts grassroots initiative

Working closely with the artists

Excellent experience in management and teamwork

Support credit and portfolio material

Letter of reference from TTW reflecting your contribution and professionalism

Staff Contact:

Jessica Baran & Julye Huggins

thrilltheworld@gmail.com

TTW c/o DUO, Suite 201 – 490 Adelaide Street West
Toronto, Ontario, Canada, M5V 1T2

Phone: +(1) 647-988-4637 Fax: +(1) 416-504-8702