Oshawa Art Association Inc.
Special Events Coordinator ~ Job Description

Summary: Become aware of and organize special events.

This is a voluntary, non-paying position.

Duties & Responsibilities:

- Each year several non-OAA initiated arts-related activities happen in our local are. The holder of this position is expected to be proactive in identifying such activities, evaluating any possible OAA involvement, and forming subcommittees of OAA members to pursue with a view to promoting the OAA, the work of OAA members and raising our profile with the public. Such activities, some of which will repeat in future years, include but are not limited to fund raising opportunities, Culture Days, Culture 2, Oshawa Arts and Culture Plan, Museum activities, City events, RMG special activities.
- Liaison between OAA and City and Cultural Leadership Committee and other organizations as identified.
- Prior to proceeding with any activity, the Special events Coordinator shall evaluate and document it and report to the OAA Executive for approval to proceed

Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

General Qualifications & Skills:

- Basic knowledge of e-mail methods;
- Knowledge of Power Point or other presentation packages;
- Knowledge of some social media sites;
- Must be outgoing and self-driven;
- Must be mobile and able to get around the area.

Revision History

Revision Date	Changes Made	Reason for Change	Approved by
unknown	Created Job Description	To establish roles of the OAA Executive	
unknown	Revised to include responsibility and authority (incomplete)	To comply with new By-Laws	
23-Jan -21	Updated and finalized job description	To finalize job description	Karen Coyle