



الوركسترا الكندية العربية
THE CANADIAN ARABIC ORCHESTRA

The Canadian Arabic Orchestra (CAO) is a not-for-profit organization with a charitable status based in Mississauga with the objective of promoting multicultural dialogue through the universal language of music. The CAO annual programming consists of the following:

1. The Festival of Arabic Music and Arts: FAMA is the flagship festival of the orchestra where we deliver on our mission of connecting, enriching and inspiring. It is an annual program that takes place in Mississauga and the GTA in the fall of each year. FAMA invites artists, local and international, to perform on Canadian stages in the biggest festival for the Arabic Arts and Culture in North America.
2. The Local Concert Series: The LCS is a series of multiple concerts happening in 5 cities around Ontario. This program offers accessible and affordable high-quality concerts where the focus is on engaging the audience in a meaningful music experience.
3. The Canada Tour: The orchestra takes its most successful productions on tour every Spring by presenting the Canadian Arabic Orchestra and Choir in 5 provinces and 7 cities.

Job Description

The Public Relations intern's main role is to participate in developing and executing the Public Relations strategy set by the PR officer. As part of the community engagement team, the intern is tasked with establishing relationships with several community organizations for collaborations and partnerships. This includes researching, developing and maintaining a database of organizations across the different cities we present our programs in. The intern will be supervised by the PR Officer and is expected to complete ad hoc tasks assigned to them in the scope of their position.

Responsibilities

- Research potential collaboration opportunities with new community organizations.
- Define terms and conditions of collaboration and ensure they are met by both parties.
- Request and collect paperwork confirming collaboration.
- Coordinate with marketing team to provide relevant marketing material
- Handle and facilitate partnerships requests.
- Initiate communication with potential partners in coordination with the PR officer
- Research event and target audience related community organizations per event in coordination with the PR officer.

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CanadianArabicOrchestra.ca



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In addition to the mentioned responsibilities, the intern is expected to effectively communicate with team members to ensure tasks are completed. Moreover, the intern is expected to complete any task assigned by the PR officer within the scope of their work.

Preferred Requirements:

- Strong contributor in team environments
- Proficiency in Gmail suit including Google Docs and Sheets.
- Excellent communication skills; written and verbal in English and Arabic
- Ability to prioritize projects.
- Adaptability and attention to details.

Candidates must meet the Student Work Placement (<https://www.culturalhrc.ca/index.php/swp>) criteria listed below:

- Be a post-secondary student enrolled in a recognized Canadian PSE
- Be a Canadian citizen, permanent resident or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada in accordance with provincial/territorial legislation and regulations.

This position is suitable for anyone pursuing a degree in Public Relations, Marketing and Development, Administration and Business Management or any relevant degree.