

**Position:****Term:****Location:****Reporting to:****Summer Intern –****Interpretive Design & Communications****Contract until August 2022****Toronto, Ontario****Senior Project Manager, Parks**

Waterfront Toronto was established by the Government of Canada, the Province of Ontario, and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in design, real estate development, and leading technology infrastructure. Working with stakeholders, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario, and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

Summer Intern - Interpretive Design & Communications

Waterfront Toronto seeks a **Summer Intern**, to support the Planning and Design Department and the Communications Department by coordinating the development of interpretive materials related to the cultural and natural history, engineering and ecological design of the Port Lands Flood Protection Project (PLFP). This will include research, assembling and cataloguing background information and visual materials, developing a plan for interpretation, and drafting layout and text for key interpretive materials in collaboration with the PLFP project team. The position will also be involved in the development of an on-site temporary visitor experience and interpretive materials associated with this experience. To be considered for this role, students must have been enrolled in a post-secondary institution during the 2021/2022 academic year.

Key Responsibilities:

- Research the cultural and natural history of Toronto's Port Lands.
- Catalogue historical information, engineering and landscape architectural designs, and artifacts relating to the Port Lands Flood Protection Project.
- Work with the Project Director; Senior Project Manager, Parks; and Senior Project Manager, Communications to develop a plan for interpretation, including key topics and narrative development.
- Assist Sr. PM, Communications to coordinate the leasing, delivery, and installation of a shipping container for use as a temporary visitor centre.
- Assist the Project Director; Sr. PM, Communications; and Sr. PM, Parks to plan the interpretive experience within the temporary visitor centre.
- Assist the Sr. PM, Communications to coordinate the design and construction of the interior of the temporary visitor centre.
- Coordinate with communications team on opening the visitor centre.

Skills and Qualifications:

- Excellent analytical and research skills.
- Understanding of how to create outstanding and meaningful visitor experiences.
- Experience dealing with stakeholders, scholars, designers and fabricators.

- Experience in developing engaging content for a range of visitors that fosters connections between people and place
- Interest in natural heritage, landscape architecture, and parks.
- Studying environmental design, visual, information or museum studies, or related.
- Proficiency in graphic design software (Adobe PhotoShop, InDesign, Illustrator) and MS Office software (Word, Excel, PowerPoint).
- Proficiency in video editing software is an asset.
- Willing to visit an active construction site.
- Experience in coordinating installations or events is an asset.
- Understanding of / experience with Indigenous cultural heritage of Toronto and experience working with Indigenous people and groups.
- Enrollment in a post secondary institution during the 2021/2022 academic year.

Salary: We offer a competitive salary.

Other considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work at least two days per week in the office for collaboration and engagement, with the option to work remotely for the remainder of the week. In addition, Waterfront Toronto has a mandatory COVID-19 vaccination policy that requires all staff and visitors to the office, including prospective new employees, be fully vaccinated by a Health Canada approved COVID-19 vaccine. Individuals with valid medical or other human rights-based exemption will be considered for appropriate accommodation within the policy.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfronttoronto.ca quoting **File #22-14**, no later than **May 31, 2022**.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.