

CANDICE IRWIN

Curriculum Vitae - Arts Administration

Bachelor of Fine Arts (dance major) Bilingual (French and English)

COMPUTER / TECHNICAL STRENGTHS

Microsoft Office, Excel, Adobe Illustrator, Internet browser and E-mail applications on PC and MAC. Imovie, and Final Cut on MAC. Web design on Wordpress and E-host. Mailchimp.

WORK EXPERIENCE

YOUR DANCE FEST, Toronto

October 2016 - present

Festival Director

In collaboration with random acts of dance performance staff, execute the programming and producing of three day community dance festival. Duties include liaising with community partners and artists, development of marketing and production initiatives and spearheading fundraising programs.

HUB14, Toronto

Artistic Director

June 2017 - present

Along with rental coordination responsibilities, am responsible for the programming and execution of the residency season, maintenance of the artists space and communication with hub14's board of directors. This work is done in partnership with the rest of the artistic director team.

Rental Coordinator

July 2015 - present

Am responsible for communicating with potential renters of the Hub14 studio space. Answer questions about availability and pricing, book renters into the calendar through SpaceFinder, website and email requests, and invoice confirmed renters.

ONTARIO SCHOOL OF BALLET, Toronto

June 2013 - April 2014

Administrative Assistant

Duties include: answering phones, registering students, completing reports, answering parent questions, cleaning facilities and assisting with event preparation and execution.

MOONEY ON THEATRE, Toronto

July 2012 - October 2013

Contributor

Write reviews of dance and theatre productions for online publication.

CANADIAN DANCE ASSEMBLY, Toronto

January 2012 - October 2013

Video Editing Intern

Archive footage from the organization's national conference and I love dance awards and edit them into short promotional videos for future events. Work with the outreach team to develop video promotional material for National Dance Week.

HARBOURFRONT CENTRE, Toronto

April - August 2013

Director - French Summer Dance Camps

Worked with campers ages five to eight. Developed and taught programming for two week long camp sessions including dance lessons, crafts, games and choreography for final performances. Hired, trained, and managed counsellors. Dealt with parent concerns. Responsible for the ordering of supplies, completion of staff evaluations, organizing of campers, and assuring camper safety at all times. All programming was created and presented in French.

KAEJA D'DANCE, Toronto

October 2012 - January 2013

Outreach Associate

In charge of the marketing of the company's various educational programs. Main tasks included researching and contacting educational institutions across Canada and developing promotional material to be used for both local and international marketing campaigns.

Arts Administration Intern

January - June 2012

Assisted with fundraising, event preparation, research and document editing and formatting. Was the minute taker for the annual general board meeting. Archived company information through magazine filing and videotaping workshops led by the artistic directors.

LESLEY BARBER MUSIC, Toronto

June - October 2012

Administrative Assistant

Assisted with artistic and office administration activities. Tasks included scheduling, tax preparation, research, filing, and project organization.

THE GO TWO COMPANY, Toronto (Volunteer Capacity)

2010

Manager

Responsible for artistic, and financial integrity of dance company's Toronto Fringe show as well as development of promotional material. Responsibilities included developing budget, hiring volunteers and staff, designing and distributing press packages, and organizing publicity events.

PUBLICATIONS

Healthy Dancer Canada, *Finding Common Ground: Science as a Tool to Enhance Art*, Toronto, ON, Summer 2012

TRAINING AND CERTIFICATIONS

Limón Teacher Training
by Donna Krasnow

May 2014

CADA-ON, Member	June 2013
CPR level C and First Aid certified, Toronto	April 2013
SummerWorks Leadership Intensive Program, Toronto	August 2012
C-I Training Teacher, Toronto	level 1 May 2012
certified by Donna Krasnow,	level 2 May 2013

EXPRESS DANCE Teacher, Toronto	April 2012
certified by Karen Kaeja and Allen Kaeja,	

AWARDS/ASSOCIATIONS

Your Dance Fest, Artistic Director	2016
Body Stories, Founder	2016
Healthy Dancer Canada, Executive Board Member	2013
The Research Exchange, Founding Member	2013
<i>us arts collective</i> , Founding Member	2010

Performance, Creation and Teaching CVs also available.