

Donald Charette

Professional Summary

Donald Charette is the co-owner and project manager of Rebels in the Kitchen. He holds a vast array of experience in project management, social science research, event coordination, and in music/video production. For over 10 years, Donald has worked with the Canadian federal government, academic and private institutions, and arts sector organisations on community-based health research projects, managing contracts involving government, private, municipal, academic, and local partners on environmental and health related projects, producing high-quality music and video productions, and managing large scale artistic events.

Education

University of Ottawa, Ottawa, Ontario, Canada - Hrs. B.Sc. Major in Biology, Minor in Chemistry

Languages

Fluently bilingual in both official Canadian languages: French, English

Employment History

Rebels in the Kitchen, Co-owner, Project Manager. Aug 2019 - current

Naskigo Productions, Owner, Music and Event Production Services, - Sept 2014 – Aug 2019

Event Coordinator, École secondaire publique De La Salle, November 2018 – May 2019.

Production and Event Coordinator, Ottawa Chamberfest, June 2018 – Aug 2018; June 2019 – Aug 2019

Event Director, Ottawa, Ontario, La Nouvelle Scène Gilles Desjardins, November 2015 to May 2018.

Research Consultant, Ottawa, Ontario, Research Consultant for the Truth and Reconciliation Commission on Indian Residential Schools at the Library and Archives Canada, March 2014 - July 2014

AMEC Environment & Infrastructure, Ottawa, Ontario, Human Environmental Professional, November 2012 to March 2014

Health Canada, First Nations and Inuit Health Branch (FNIHB), Ottawa, Ontario, Consultant, July 2012 – September 2012

Health Canada, First Nations and Inuit Health Branch (FNIHB), Ottawa, Ontario, Project Officer, October 2011 - May 2012

Health Canada, Chemicals Surveillance Division, Ottawa, Ontario, Environmental Health Researcher - September 2007 – April 2010

Carleton University/McMaster University, Ottawa/Hamilton, Ontario, Lead Field Researcher September 2007 – April 2010

Work Experience

Federal Government / Indigenous Related Projects

■ *Client:* The History Group

Year(s): March 2014 to July 2014

Project Information: Truth and Reconciliation Commission historical research in the area of Canadian Aboriginal Issues, Library and Archives Canada, Ottawa, Ontario

Role: Research Consultant

Description: Provide historical research services such as file reviewing in the area of Canadian Aboriginal Issues.

■ *Client:* Health Canada

Year(s): July 2012 – September 2012

Project Information: *Climate Change and Health Adaptation Program for Northern First Nations and Inuit, Consultant, Ottawa, Ontario 2012.*

Role: *Consultant*

Description: Donald developed a number of communication tools in order for the program to meet treasury board

commitments:

- Development of a 100 page summary report (lead writer, editor, co-manager for design and layout)
- Creation of an application guide (writing, editing, co-manage design and layout)
- Poster design and development (French and English)
- Website content management, oversight, and promotion (www.climatetelling.ca)

■ *Employer: Health Canada*

Year(s): October 2011 - May 2012

Project Information: Climate Change and Health Adaptation Program for Northern First Nations and Inuit

Role: Project Officer

Description: Donald oversaw contracts involving government, private, municipal, academic, and local partners on environmental and health related projects; managed a 100 page summary report entitled "Research & Action and the Stories Behind Them" 2008-2011 and lead the development of a website (www.climatetelling.ca). He facilitated First Nation and Inuit selection committees on proposed climate change and health projects in 2012 and was a member of the Health Canada Research Ethics Board Working Group for northern First Nations and Inuit on how to address community led research by Health Canada's Research Ethics Board (REB).

■ *Employer: Health Canada*

Year(s): September 2007 – April 2010

Project Information: Northern Contaminants Program

Role: Junior environmental health researcher

Description: Donald supported environmental health reports on a broad range of issues linking environmental contaminants to the health of Canadians. He analysed and synthesized the current state of various scientific environmental health issues and provided advice and recommendations to senior management.

Research/Field Work

■ *Employer: Health Canada*

Year(s): September 2007 – April 2010

Project Information: International Polar Year (IPY) Dietary Choice Study, Understanding the socio-economic determinants of dietary choice in Cape Dorset, Iqaluit, and Kimmirut, Nunavut, Canada 2007-2010.

Role: Lead field researcher

Description: As the lead field researcher, Donald used semi-structured interviews and grounded theory to collect, analyse, interpret, and report on data (n=127), authored reports, and presented results to a variety of stakeholder audiences (government, public, community organizations, and citizens).

■ *Employer: Health Canada and Carleton University*

Year(s): September 2007 – April 2010

Project Information: Photos and Plants Through Time Project, multi-disciplinary approach to understanding environmental change, Sanikiluaq and Cape Dorset, Nunavut, 2007-2010.

Role: Technical research assistant

Description: Donald assisted in data collection and analysis and helped implement several public participation activities. He collaborated with a multidisciplinary team of researchers consisting of community members, an architect from Carleton University and a botanist from the Canadian Museum of Nature. The project aimed to better understand the relationship between a changing treeline and people's lives in the tundra-treeline region of Northern Canada during a period of climate change.

Consulting

■ *Employer: AMEC Inc. (Now Wood)*

Year(s): November 2012 to March 2014

Project(s) Information: The Rainy River Gold Project and IAMGOLD Project

Role: Human Environment Professional

Description: AMEC position involved supporting socio-economic components of Environmental Assessments and coordinating consultation data using AMECs Stakeholder and Issues Information Management System

(SIIMS).

Event Coordination

■ *Employer: Ottawa, Chamberfest, Ottawa, Ontario,*

Year(s): June 2018 – Aug 2019

Role: Production and Event Coordinator (Event-based contract work)

As the production and event coordinator for the world's largest Chamberfest music festival with over 120 concerts in the span of two weeks, Donald was responsible to create a cohesive, efficient and welcoming environment for patrons, artists, donors, sponsors and team members.

Donald's responsibilities included:

- Coordinate merchandise sales, food and beverages services, receptions and special events, and general arrival/exit décor, protocols and information throughout the summer festival and 2018-2019 concert series.
- Assist the General Manager in identifying and simplifying a set of achievable goals during Chamberfest 2018, working with various departments to deliver them; and
- Generate a post-festival report on successes and challenges

■ *Employer: Centre d'excellence artistique de l'Ontario (CEAO). Ottawa, Ontario,*

Year(s): October 2018 – May 2019.

Role: Event and Project Coordinator (Event-based contract work)

The Centre d'excellence artistique de l'Ontario includes 8 arts concentrations from Grade 9 to Grade 12, and a pre-concentration program in Grade 7 & 8 to prepare students for the arts concentrations. As an event coordinator, I was responsible for:

- Pre-event logistical planning
- Coordinating technical requirements with technical directors
- Booking rehearsal spaces and scheduling
- Volunteer coordination
- On site production coordination back and front of house
- Managing the box office team and sales (building training manuals, training and booking staff)

CEAO Events:

1- Orchestra Christmas show (Dominion-Chalmers), 2- Choir Christmas show (Dominion-Chalmers), 3- Les Choralies (event which brings 13 public elementary schools choirs together to join De La Salle choir for 2 nights). 4- Season launch (8 artistic concentrations) and more.

■ *Employer: La Nouvelle Scène Gilles Desjardins Ottawa, Ontario, November 2015 to May 2018.*

Year(s): November 2015 to May 2018.

Role: Event Director

Description: As Event Director, Donald was responsible for all special events spearheaded by the general and artistic director and responsible for managing booking requests for four studio spaces throughout the theatre.

- Manage logistics of all rental requests (over 70 bookings per year) at La Nouvelle Scène Gilles Desjardins (music shows, press conferences, high profile events);
- Worked in collaboration with the marketing and technical directors;
- Managing production logistics for all internal events;
- Supervised all event staff;
- Drafting of artists contracts in collaboration with the Director of Finance;
- Responsible for implementing rental sales strategies;
- Identify business opportunities and prospect and solicit potential clients;

■ *Client:* University of Ottawa (GSAÉD), Ottawa, Ontario
Year(s): October 23rd, 2011
Role: Event Coordinator
Event: NOSTOCK

Donald co-organized with the University of Ottawa's GSAÉD, a three day festival involving over 15 local bands and artists as well as visual works to honour the history of Cafe Nostalgica.

Donald's responsibilities included:

- Supervising a volunteer team consisting of University of Ottawa students local film makers and local art enthusiasts;
- Artist roster and stage management;
- Promotions involving website development, poster design, and social media;
- Administrative duties such as payment of artists, scheduling, and expense reports submitted to the GSAÉD financial officer.

■ *Client:* Cirque du Soleil
Year(s): June 27th, 2011
Role: Producer
Event: BIG TOP BURLESQUE

Donald, as part of Blank Canvas Arts Collective, co-organized with World Famous Music, a burlesque event featuring international circus artists and performers from Cirque du Soleil's QUIDAM. Over 550 attended the event with over 50 people involved including numerous volunteers and local artists. Watch archival video here (<https://vimeo.com/29070514>).

Music and Video Production

Music Production

Artist: MOONFRUITS 2017
Full length album "Ste-Quequepart"

Video Production

Please visit my Facebook page @ <https://www.facebook.com/naskigoproductions>

Artist: Moonfruits 2018
Directed 'Le Maire' official music video

Artist: TIMEKODE 2016
'Kossakossa' (TK Kossa Remix) de The Souljazz Orchestra's

Artist: John Carrol 2015
YouTube series: Le Château Cyr LIVE Session: John Carroll - "Kung Fu Man"

Artist: Ikenna Onyegbula 2015
YouTube series: Le Château Cyr LIVE Session: Ikenna Onyegbula - "Rachmaninoff"

Artist: Sarah Bradle YouTube series: Le Château Cyr LIVE Session: Sarah Bradley - "Place and Time"	2015
Artist: Claude Munson YouTube series: Le Château Cyr LIVE Session: Claude Munson – "The Silence Came After"	2014
Artist: Medhi Cayenne Club YouTube series: Le Château Cyr LIVE Session: Mehdi Cayenne Club - "Ta Solitude"	2014
Artist: High Waters YouTube series: Le Château Cyr LIVE Session: High Waters - "Quiet Guest"	2014
Artist: Noisy Locomotive Basement 819 Session: The Noisy Locomotive	2014
Artist: Charabia Basement 819 Session: Charabia	2014

Certifications and Training

- Food Handling Certification, Advanced Food Safety Certification. June 2019
- Certified in Emergency First Aid & CPR/AED Level C. June 2019
- Mindfulness-Based Stress Reduction eight-week Program. Ottawa Ontario. March 2018.
- Stakeholder and Issues Information Management System (SIIMS) data management software trainer. 2014.
- Introduction to Project Management, AMEC Inc. 2013.
- Science Policy Integration: *Towards a New norm for the Health Portfolio*. November 28, 2011. Science and Policy Directorate.
- Communicating Health Risk Information to Stakeholders. Ottawa, Ontario, September 24, 2009. Health Canada, Environmental and Radiation Health Sciences Directorate. Speakers: Trevor Smith Diggins and Ronald W. Brecher.
- NVivo 8 qualitative software training course. 2009.

Memberships

- Just Food. Voting Member. Ottawa, ON. January 2020 - present
 - Just Food is a grassroots, non-profit organization that includes staff, volunteers, community partners, members and funders. Just Food engages in food policy conversations at many levels. Just Food is a member of Food Secure Canada and Sustain Ontario. We also provide strategic and logistical support to the Ottawa Food Policy Council.

Honors and Awards

- Recipient of the certificate of recognition for outstanding contributions to the 2009 Northern Contaminants Program Human Health Assessment. Health Canada.

Publications and presentations

Reports:

Lead Author

Health Canada's Climate Change and Health Adaptation Program - *Summary Report "Research & Action and the Stories Behind Them" 2008-2011.*

Research Publications:

Nancy C. Doubleday., Shawn Donaldson., Morgan Ip., Bryan Grimwood., Jay Van Oostdam., and Don Charette. 2010. PPS Arctic Photos and Plants Through Time and Food Choice Research: Collaborative Community Research. Oslo, Norway.

Donaldson S.G., Doubleday N.C., Charette D., Nancarrow T., Manning A.E., Leech T., Nolasco da Silva C., Pearce R., Adlard B., Ip M., Grimwood B. Van Oostdam J., Kushwaha A. 2009. Access to Healthy Foods in Nunavut: Understanding Gendered Dynamics among Culture, Economics, and Environmental Factors. International PPS Arctic Meeting. Moscow, Russia.

Doubleday N.C., Donaldson S.G., Grimwood B., Ip M., Charette D., Kushwaha A., Manning A., Nolasco da Silva C., Pearce R., Adlard B., Leech T., 2009. Impacts of a Changing Arctic Treeline: Photos and Plants Through Time. International PPS Arctic Meeting. Moscow, Russia.

Vlasova T., Doubleday N.C., Donaldson S.G., Kushwaha A., Ip M., Grimwood B., Charette D. 2009. Socio-Cultural-Observations: Implementing Research Ethics through Methodologies. International PPS Arctic Meeting. Moscow, Russia.

Bryan S. R. Grimwood, Nancy C. Doubleday, Shawn G. Donaldson, Morgan Ip, Tatiana Vlasova, Don Charette, & Jay Van Oostdam. Collaborative Community-based Research in Cape Dorset, NU: Reporting on and Extending from an IPY Endorsed Research Design. Canadian Association of Geographers Meetings, IPY Sponsored Session Wednesday, May 27, 2009 at 8:30 am

Tanya Nancarrow, Shawn Donaldson, Goo Pootoogook, Pootoogoo Elee, Don P. Charette, Nancy C. Doubleday, Chandal Nolasco da Silva, Ashley Manning, Michael R. Donaldson, Bryan Grimwood, Morgan Ip, Robyn Pearce, Tara Leech, Bryan Adlard and Jay Van Oostdam. 2009. The Importance of a Community-Based Approach to Health Research in the Arctic. Health Canada Science Forum: Ottawa.

Oral presentations:

Charette D., Shawn G. Donaldson., Morgan Ip., Ashley Manning., Tara Leech., Tanya Nancarrow., Bryan Adlard., Bryan Grimwood., and Jay Van Oostdam 2010. Determinants of Dietary Choice in Three Baffin Island Communities. Inuit Tapiriit Kanatami, Ottawa, Ontario.

Charette, D., Shawn G. Donaldson, Pootoogoo Elee, Goo Pootoogook, Nancy C. Doubleday, Chandal Nolasco da Silva, Tara Leech, Ashley Manning, Michael R. Donaldson, Bryan Grimwood, Morgan Ip, Bryan Adlard and Jay Van Oostdam 2009. The importance of a community-based approach to health research in the Arctic. Association of American Geographers (AAG) Annual Meeting, Las Vegas, Nevada.