



Antigonish Culture Alive Assoc.
Job Title: Communications and Marketing

Start date: June 3, 2019
End date: August 23, 2019

Job Description

This 12-week position is for a highly motivated, organized person (ages 15-30). The successful candidate will be paid \$11.55/hour for 30h/week. The youth employee will assume responsibility for the Communications and Promotional activity of the Arts Council for the summer months as well as additional promotional duties related to the 10th annual Antigonight Art Festival.

The employee may work from an office location in the Antigonish Public Library and enjoy some flexible work locations as arranged. This is an ideal position for an emerging professional seeking to develop a broad range of skills related to creative sector marketing, promotions, and communications. Interest or experience in the arts is essential and should be included in your cover letter. The applicant will be confident communicating with public, media, and community organizers through a variety of written and digital media. The applicant will be able to complete tasks in a timely manner and be able to work independently as necessary. Applicants should understand the nature of non-profit organizations and be willing to represent the organization in a professional and friendly manner. Training and supervision will be provided.

The following should be part of your resume:

Organizational Skills

- Ability to prioritize and manage time efficiently
- Maintain accurate records

Communications Experience

- Creation and Distribution of promotional materials, calendars, schedules, event listings
- Excellent verbal and written communications
- Website and Social Media postings, E-newsletter content and distribution

Computer skills

- Familiarity with document production using multiple programs
- Basic design skills
- Comfort with cloud computing and digital collaborations

Teamwork

- Contribute to a positive team environment
- Commitment to values of organization: accessibility, inclusion, artistic integrity, community engagement

Own computer is a must. Valid driver's license is an asset.

Please email Cover letter and Resume as a single PDF document to:

info@antigonishculturealive.ca (Subject: Communications Position_Your Name)

Thank you for your interest! Only applicants selected for interview will be contacted.

