



**Antigonish Culture Alive Assoc.**

**Job Title: Executive Assistant to Festival Director– Antigonight Art Festival**

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 + MERCs for 30h/week. The successful applicant will provide key support to the Festival Director of the Antigonight Art Festival, a participatory, community-based arts festival now in its 10<sup>th</sup> year.

The employee will work in a team setting out of an office location in the Antigonish Public Library with some opportunity for flexibility as needed. This is an ideal position for an emerging professional seeking to develop skills related to project management, community coordination, creative strategies and communications. Interest or experience in the arts and/or community is essential and should be included in your cover letter. The applicant will be confident communicating with individual participants, Artist leaders, collaborators, Festival team, media, and community organizers through a variety of written and digital media. The applicant will be able to complete tasks in a timely manner with keen eye for detail, accuracy, and integrity. Candidate will be able to work independently and in collaboration 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: Executive Assistant to Festival Director\_Your Name)

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

