



Antigonish Culture Alive Assoc.

Job Title: Project Assistant – 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 for 30h/week. The youth employee will provide key support for a community-based, professionally-curated Storytelling Project to be presented at the 10th annual Antigonight Art Festival.

The employee will work variously from a classroom location in the Antigonish Public Library and flexible schedule and locations as arranged. This is an ideal position for an emerging professional seeking to develop skills related to literary arts, creative community engagement, 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
- Coordinate project participants activities

Communications Experience

- Excellent verbal and written communications

Computer skills

- 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.

