



Antigonish Culture Alive Assoc.

Job Title: Assistant to Director -Antigonight Art after Dark Festival

Start date: May 20, 2019

End date: August 23, 2019

Job Description

This 14-week position is for a highly motivated, organized student enrolled in a post-secondary institution in September 2019. The successful candidate will be paid \$11.55/hour +MERCs for 35 hours/week for a 14-week period. The student will assist the Director in all aspects of planning and coordination of the 10th annual Antigonight Festival, an annual, interactive night-time arts festival.

The student will be required to work at an office location in the Antigonish Public Library with some flexibility as needed. This is an ideal position for a student seeking to develop a broad range of skills related to event planning, community engagement, marketing and promotions, and project administration. Interest or experience in the arts is essential and should be included in your cover letter. The student will be confident communicating with public, municipal staff, and community sponsors. 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.

The following should be part of your resume:

Organizational Skills

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

Communications Experience

- Distribution of promotional materials
- Excellent verbal and written communications
- Website and Social Media postings

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 with Director and other members of Festival planning team and community
- Commitment to values of organization and event: accessibility, inclusion, artistic integrity, community engagement

Valid driver's license is an asset.

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

info@antigonishculturealive.ca (Subject: Assistant to Director Job_Your Name)

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

