



The Sunshine Coast Arts Council is seeking an individual to fill the position of Design, Communications and Marketing Assistant. This position will be responsible for the management and delivery of the Arts Council's marketing, design and communications materials. This includes maintaining the Arts Council's communications channels (social media, website, e-newsletter), and developing the Centre's visual communications pieces – from posters to digital banners. In addition, this position will assist with supporting our professional development workshops and other tasks related to marketing and communications. The position will also develop a new, streamlined process for our marketing and communications materials – giving us a more consistent design across the numerous programs and activities we undertake. The ideal candidate will be comfortable with a range of digital and design programs, is detail oriented and passionate about art and culture.

Typical Duties:

- Design and promote marketing materials for the Arts Councils programs including: art classes, gallery exhibits, events, rentals, craft fairs & other relevant activities
- Develop and manage a social media editorial calendar and manage social media channels on a regular basis, including creating digital content
- Coordinate, design, and publish regular email newsletters, artist calls, event announcements and others in MailChimp & maintain subscriber lists
- Maintain and update website for upcoming exhibitions, programs, events, and other information, writing or editing all copy as needed

Qualifications

Combination of education, training, and demonstrated experience in communications and marketing, especially digital engagement

Knowledge of digital marketing and social media platforms, tools and analytics including but not limited to Facebook, Instagram, Twitter, etc.

Exceptional verbal and written communications skills.

Exemplary organizational skills.

Ability to complete tasks with minimal supervision.

Ability to take initiative and problem solve.

Volunteer or work experience in a gallery, community art space or museum environment desirable.

Remuneration

\$18/hour, (June 1 – August 30, 2020), Tuesday – Saturday, 30/hours per week, occasional flexibility with Sundays required.

Qualifications

Applicants must be between the ages of 15-30 (you do not have to be returning to school in the Fall).

Applicants must also be Canadian citizens, permanent residents or have official refugee protection status, be legally eligible to work in BC, not have another full-time job (30+hours/week). Please note that this temporary position is supported by Service Canada Youth Employment Strategy and is subject to confirmation of funding.

Please send your resume (including confirmation that you are eligible for this position), including cover letter and any other special instructions listed above to the contact name below by the date specified. Only those applicants selected for interviews will be contacted. No telephone calls please.

Contact: Sadira Rodrigues, Director/Curator

Email: sadira@sunshinecoastartscouncil.com

Address: Sechelt Arts Centre, 5714 Medusa Ave, Sechelt, BC

Deadline to apply: Friday, April 10, 2020, at 4:00 PM