

## **JOB OPPORTUNITY: Communications & Events Assistant (Summer Student)**



Guelph Arts Council (GAC) is a not-for-profit, charitable organization that supports and champions arts and culture in Guelph. We are currently seeking a dynamic individual to work with staff and volunteers as a Communications & Events Assistant.

Do you have a strong working knowledge of social media strategy, online marketing and communications, and events? Do you have a passion for the arts and community?

The successful candidate will support and promote Guelph's creative community through event support, communications and administration. Specific duties will include: preparing for Art on the Street (June 24); online communications including writing, editing and posting; website maintenance; assisting with office relocation; assisting with program delivery; reception; and other administrative duties.

Strong organizational and computer skills are required, including proficiency with Microsoft Office suite. Experience with social media platforms, including Facebook and Twitter, are also required. Some administrative and/or customer service work experience is an asset.

The position will begin Monday, June 19 and end August 4, 2017. The hourly rate is \$11.40 and the position is 30 hrs/wk. Guelph Arts Council is located in downtown Guelph, Ontario.

The successful applicant will be a student aged 15 – 30 who intends to return to full-time education in the fall. Please submit your resume with cover letter by email only no later than **Sunday, June 4, 2017**.

*Guelph Arts Council invites applications from all qualified individuals. We are committed to employment equity and welcome applications from women, persons with disabilities, people of colour, Aboriginal people, and persons of any sexual orientation or gender identity.*

Send applications to:

Patti Broughton, Executive Director  
Guelph Arts Council  
executivedirector@guelpharts.ca