

EVENT MARKETING ASSISTANT

Start Date: June 29, 2026

30–40 hours/week for 9 weeks

Opportunity for contract extension and/or future employment may be available

\$17.90/hour

The Niagara Pumphouse Arts Centre is seeking a creative and organized Event Marketing Assistant to support communications, exhibitions, and special events across the Niagara Region. This role combines event coordination, digital communications, outreach representation, and administrative support.

Key Responsibilities

- Assist in delivering communications plan for programs, exhibitions and events
- Represent the Arts Centre at events
- Update and maintain digital media database and compile media kits
- Draft media releases, presentations and e-newsletters
- Assist with event planning and delivery
- Event Photography
- Website updates
- Occasionally support gallery supervision and administrative tasks
- Complete required Health & Safety training, WHMIS certification, and Vulnerable Sector Check

Qualifications

- Experience in marketing, communications, arts administration or event management
- Strong digital, organization, and communication skills
- Ability to multitask and problem-solve
- Motivated team player

Working Conditions

Indoor/outdoor work onsite and at community events. Some evenings/weekends will be required. May involve lifting materials and basic setup/cleanup.

Eligibility (Canada Summer Jobs)

Applicants must:

- Be 15–30 years old at the start of employment
- Be legally entitled to work in Canada
- Have a valid Social Insurance Number

The Niagara Pumphouse Arts Centre is committed to equity, diversity, and inclusion. In alignment with Canada Summer Jobs objectives, we prioritize youth who face barriers to employment, including Indigenous youth, Black and racialized youth, youth with disabilities, and 2SLGBTQI+ youth.

Apply by May 30, 2026

Submit resume and cover letter (single document, named with your first and last name) to: office@niagarapumphouse.ca

If you are interested in being considered for more than one position, please indicate that in your cover letter.

Only qualified candidates will be contacted. We thank all applicants for their interest.