



**Summer Event Assistant** – Summer Student Position at The Niagara Pumphouse Arts Centre

Terms: Seasonal contract. \$11.40/per hour. Must be available to work weekends.

Project is part of the Government of Ontario's summer employment program: 2017 Summer Experience Program

Anticipated Start Date: June 29, 2017. Reports to: Director, Art Centre

**The Niagara Pumphouse Arts Centre** is a not-for-profit community-based organization that supports and advances lifelong learning opportunities in the arts through our school and galleries, emphasizing community involvement and collaboration. Our mission is to engage, enrich and celebrate our diverse and growing population through the visual arts.

**Job Description**

The Niagara Pumphouse Arts Centre requires support in event planning and marketing/communications related to summer service delivery of programs, exhibitions and events. The summer student will be responsible for event planning including organization, volunteer coordination and program development/delivery; and marketing/communications including website, social media and print distribution for summer delivery. This position offers career related skills that are transferrable to future employment.

**Duties**

- Responsible for providing arts administration support to staff and Board of Directors including volunteer coordination, event planning, marketing & communications in preparation for summer programs, exhibitions and events.
- Volunteer Coordination: Responsible for updating volunteer records, scheduling summer volunteer opportunities, recruiting new volunteers, identifying volunteer assignments and writing volunteer position descriptions and planning volunteer recognition event.
- Event Planning: Assist with event organization and coordination, working along-side Committee Chair to co-facilitate Opening Receptions, Canada Day Celebrations and Art by the Lighthouse events. Responsibilities include food service arrangements, decoration/set-up, volunteer coordination and marketing.
- Marketing & Communications: Responsible for updating website, social media, online calendars/postings and print distribution related to summer programs, exhibitions and events.
- Occasionally act as Gallery Attendant, responsible for overseeing gallery space and arts administration duties.
- Knowledgeable about the services the Arts Centre offers the community and familiar with current and upcoming exhibition, programs and events.

**Qualifications**

- Currently studying or equivalent experience in: Visual Arts or Event Planning or Marketing
- Interest in gaining experience in the not-for-profit cultural sector
- Administrative experience is considered an asset
- Excellent communication and customer service skills are required
- Summer Experience Program Eligibility: (b) the Position will be open to students currently enrolled in secondary, or post-secondary institutions or within six months of graduation, who have reached the minimum age of 15 years and not yet reached the age of 25 years on the first day of employment

Send resume and cover letter in one document by **as soon as possible** to:

Rima Boles, Director Art Centre

The Niagara Pumphouse Arts Centre, 247 Ricardo Street, P.O. Box 676 Niagara-on-the-Lake, ON L0S 1J0

Email: [office@niagarapumphouse.ca](mailto:office@niagarapumphouse.ca) \*Please include your name and the job title in the subject of your email\*

This position is supported by the Government of Ontario's summer employment program known as the 2017 Summer Experience Program.

The Niagara Pumphouse Arts Centre thanks all applicants, however, only those selected for interview will be contacted.

[www.niagarapumphouse.ca](http://www.niagarapumphouse.ca)