

The North Vancouver Community Arts Council is a grassroots, social-profit, charitable cultural organization dedicated to maximizing the intrinsic value of the arts in all media. Our mandate is to enable emerging and professional artists in all disciplines, to bridge cultures, and to build strong communities through the arts. We are a vibrant and dynamic organization of over 500 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond.

The student will assist the Executive Director and Executive Assistant in the planning and implementation of a communications strategy to support fundraising & sponsorship development and a membership campaign. The student will assist in identifying member and donor prospects, and produce print and digital materials to support the initiatives.

RESPONSIBILITIES:

- coordinate and execute aspects of the marketing and communications strategy for the NVCAC;
- update all communications contact information (media outlets, etc.);
- assist in writing, development, creation and distribution of marketing and communications materials related to the member campaign and other NVCAC activities for the summer and fall;
- coordinate the production of supporting materials such as brochure, forms, invitations, and member benefits;
- create and manage organizational media archive and directory;
- coordination of image inventory (including hiring photographers, organizing and arranging photo shoots, editing images);
- oversee video creation and coordination;
- liaise with printers and suppliers to provide quotations and ensure quality finished products within budget.
- supporting the staff team with delivery of other organizational projects, programmes & events where required.

QUALIFICATIONS & SKILLS:

The successful applicant will have:

- an interest in the arts and in developing community connections through the arts;
- a high degree of computer literacy (including MS Office Suite, Adobe Creative Suite, WordPress and social media platforms an asset);
- an ability to problem-solve, and effective organizational skills;
- demonstrated ability to work independently as well as collaboratively within a team environment;
- motivation to take initiative, multi-task and prioritize;
- a healthy sense of humour and a conscientious work ethic;
- availability to work some evening and weekend hours for community activities and NVCAC events;
- excellent written and spoken English language skills.

ELIGIBILITY

This position is contingent on receiving funding through the Canada Summer Jobs programme.

To be eligible for this position, students must:

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment

- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

REMUNERATION: Salary \$15 per hour, 37.5 hour per week, 16 weeks

Start date: May 7, 2018

APPLICATION DEADLINE: Sunday, April 8, 2018.

Please submit resume and cover letter to:

Nancy Cottingham Powell, Executive Director, North Vancouver Community Arts Council, 335 Lonsdale Avenue, North Vancouver, BC V7M 2G3 or jointheteam@nvartscouncil.ca . We thank all candidates for their interest, however only those chosen for an interview will be contacted. Applicants must be available for an interview in person.